CITY OF POQUOSON, VIRGINIA
Adopted Annual Financial Plan

Fiscal Year July 1, 2007 - June 30, 2008

CITY OF POQUOSON, VIRGINIA
ADOPTED ANNUAL FINANCIAL PLAN
FISCAL YEAR 2008

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Poquoson

Virginia

For the Fiscal Year Beginning

July 1, 2006

President

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented the City of Poquoson an Award for Distinguished Budget Presentation for the Fiscal Year Beginning July 1, 2006. In order to receive this award, a governmental unit must publish a document that meets program criteria as a policy document, an operations guide, a financial plan, and a communications medium.

This award is valid for a period of one year only. We believe our current budget continues to conform to the program requirements, and we are submitting it to the GFOA to determine its eligibility for another award.

The FY 2008 budget was adopted on May 14, 2007. The real estate tax rate was proposed at $.83 per $100 of assessed value and adopted at $.81 cents per $100 of assessed value. The Solid Waste Fund was adopted with an increase of $1.00 per residential trash container and outsourcing the disposal services effective October 1, 2007. Details of the adopted changes can be found further in this document.

The differences between the proposed budget and the adopted budget are reflected below. These changes have been made throughout the budget document except for the Executive Summary which is based on the Proposed Budget.

GENERAL FUND

Revenue:

Decrease Real Estate tax from $.83 to $.81 per $100 assessed value	$ (320,000)
Decrease Public Service Corp--Tax rate of $.81	(3,000)
Decrease in School Resource Officer Grant	(31,000)
Increase in Transfer from Unappropriated Fund Balance	24,899
Total General Fund Revenue Changes	$ (329,101)

Expenditures:

Decrease in Police	$ (119,121)
Increase in Public Works	22,600
Decrease in Transfers Out—Solid Waste Fund	(232,580)
Total General Fund Expenditure Changes	$ (329,101)

SOLID WASTE FUND

Revenue:

Increase in Solid Waste Fees	$ 21,000
Decrease in Transfer from the General Fund	(232,580)
Total Solid Waste Fund Revenue Changes	$ (211,580)

Expenditures:

Decrease in Garbage and Recycling—Personal Services	$ (96,590)
Increase in Garbage and Recycling—Contracted Garbage Disposal	217,000
Decrease in Garbage and Recycling—Miscellaneous Expenses	(73,990)
Decrease in Garbage and Recycling—Depreciation	(51,000)
Decrease in Garbage and Recycling—Capital Outlay	(207,000)
Total Solid Waste Fund Expenditures Changes	$ (211,580)

RESOLUTION NO. 3411

A RESOLUTION APPROVING THE ADOPTION OF THE PROPOSED FY 2007-2008 ANNUAL FINANCIAL PLAN FOR THE CITY OF POQUOSON, VIRGINIA

WHEREAS, the City Manager has submitted a proposed FY 2007-2008 Annual Financial Plan for the general operation of the City government and for the utilities operated by the City, and

WHEREAS, the City Council has conducted the necessary public hearing on the proposed Plan consistent with the requirements of the City Charter, and

WHEREAS, the City Council has carefully reviewed the proposed Plan.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Poquoson, Virginia:

Section 1: That the FY 2007-2008 Annual Financial Plan for the City of Poquoson be and the same hereby is adopted for fiscal planning and informational purposes only.

Section 2: That the total amount of the General Fund Budget shall be $23.485.685 as set forth in the appropriation ordinance with supporting property tax rates as follows:

a. That on and after the 1st day of July 2007 all real estate shall be subject to levy in the sum of $0.81 on each $100.00 of assessed valuation.

b. That on and after the 1st day of January 2008 all tangible personal property and machinery and tools shall be subject to levy in the sum of $4.15 on each $100.00 of assessed valuation.

c. That on and after the 1st day of January 2008 all vehicles without motive power, used or designed to be used as manufactured homes as defined in Section 36-85.3 of the Code of Virginia (1950), as amended shall be subject to a levy in the sum of $0.81 on each $100.00 of assessed valuation.

d. That on and after the 1st day of January 2008 all watercraft shall be subject to levy in the sum of $1.50 on each $100.00 of assessed valuation.

e. That on and after the 1st day of January 2008 all privately owned camping trailers and motor homes shall be subject to levy in the sum of $1.50 on each $100.00 of assessed valuation.

Section 3: That the total amount of the Utilities Fund Budget shall be $2,449,110 with supporting bi-monthly user charges to be effective on and after the 1st day of July 2007 as follows:

a. Single-family units, fifty dollars ($50.00) bi-monthly.
b. Two-family and multiple-family residential units, trailer parks and other residential units not otherwise provided for, fifty dollars ($50.00) bi-monthly per housekeeping unit.
c. Business, commercial or industrial units, fifty dollars ($50.00)bi-monthly per unit plus $1.75 per 100 cubic feet of water consumption.

Section 4: That the total amount of the Capital Budget shall be $489,690 the total amount of the Parks and Recreation Fund shall be $464,860, the total amount of the Solid Waste Fund shall be $1,026,920, the total of the Debt Service Fund shall be $2,608,223, the total of the Fleet Fund shall be $781,430 and the total of the Special Revenue Fund shall be $2,526,361 with the funds distributed as noted in the City Manager's revised FY 2007-2008 Annual Financial Plan.

Section 5: That this resolution shall be in effect on and after its adoption.

ATTESTE:

Judy F. Wiggins

Judy F. Wiggins, City Clerk

ADOPTED: May 14, 2007

Gordon C. Helsel Jr.

Gordon C. Helsel, Jr., Mayor

ORDINANCE NO. 1269

AN ORDINANCE TO APPROPRIATE FUNDS TO THE VARIOUS GOVERNMENTAL FUNDS OF THE CITY OF POQUOSON, VIRGINIA FOR FY 2007-2008

BE IT ORDAINED by the Council of the City of Poquoson, Virginia:

Section 1: That this ordinance shall be known as the Budget Appropriation Ordinance for the City of Poquoson for FY 2007-2008.

Section 2: That the following sums be and the same hereby are appropriated to the following governmental funds for FY 2007-2008.

GENERAL FUND

Revenue and Transfers In	$ 23,485,685
Expenditures and Transfers Out	
Legislative	$ 74,762
General Administration	1,845,250
Elections	128,711
Public Safety	5,589,987
Public Works	1,508,068
Health & Welfare	992,239
Parks, Recreation & Cultural	1,063,700
Community Development	783,048
Nondepartmental	158,994
Contribution to Poquoson City Schools	8,274,000
Transfers Out – Debt Service Fund	2,481,810
Transfers Out – Special Revenue Fund	76,686
Transfers Out – Solid Waste Fund	257,420
Transfers Out – Parks & Recreation Fund	131,010
Contribution To Industrial Development Authority	120,000
TOTAL APPROPRIATION	$23,485,685

DEBT SERVICE FUND

Revenues and Transfers In	$2,608,223
Expenditures	$2,608,223

CAPITAL FUND

Revenues and Transfers In	$489,690
Expenditures	$489,690

SPECIAL REVENUE FUND

Revenues and Transfers In	$2,526,361
Expenditures	$2,526,361

SOLID WASTE FUND

Revenues and Transfers In	$1,026,920
Expenditures	$1,026,920

UTILITIES FUND

Revenues	$2,449,110
Expenditures and Transfers Out	$2,449,110

PARKS AND RECREATION FUND

Revenues and Transfers In	$464,860
Expenditures	$464,860

FLEET FUND

Revenues	$781,430
Expenditures	$781,430

Section 3: That of the total sum of $23,485,685 appropriated in the General Fund, $22,417,268 shall be appropriated from the General Fund Revenues, $130,000 shall be transferred in from the City's Utilities Fund, $325,828 shall be transferred from the School Board, $97,690 shall be transferred from the Capital Projects Fund, and $514,899 shall be transferred from Unapropriated Fund Balance.

Section 4: That of the total sum of $2,608,223 appropriated in the Debt Service Fund, $2,481,810 shall be transferred in from the City's General Fund & $126,413 shall be transferred from Debt Reserve.

Section 5: That of the total sum of $489,690 appropriated in the Capital Fund, $392,000 shall be appropriated from Capital Fund Revenues, and $97,690 shall be appropriated from Bond Interest Earnings.

Section 6: That of the total sum of $2,526,361 appropriated in the Special Revenue Fund, $2,449,675 shall be appropriated from Special Revenue Fund revenue, and $76,686 shall be transferred in from the City's General Fund.

Section 7: That of the total sum of $1,026,920 appropriated in the Solid Waste Fund, $569,500 appropriated in Solid Waste Fund Revenues, $257,420 shall be transferred in from the City's General Fund, and $200,000 shall be appropriated from Unrestricted Net Assets.

Section 8: That of the total sum of $2,449,110 appropriated in the Utilities Fund, $1,793,010 shall be appropriated from Utilities Fund revenues and $656,100 shall be used from Unrestricted Net Assets.

Section 9: That of the total sum of $464,860 appropriated in Parks and Recreation Fund, $333,850 shall be appropriated from Parks and Recreation Fund revenues and $131,010 shall be transferred in from the City's General Fund.

Section 10: That of the total sum of $781,430 appropriated in the Fleet Fund, $781,430 shall be appropriated from Fleet Fund revenues.

Section 11: That this ordinance shall be in effect on and after July 1, 2007.

ATTESTE:

Judy F. Wiggins

Judy F. Wiggins, City Clerk

ADOPTED: May 14, 2007

Gordon C. Helsel, Jr.

Gordon C. Helsel, Jr., Mayor

ORDINANCE NO. 1270

AN ORDINANCE TO LAY A $.81 LEVY PER $100.00 ASSESSED VALUE ON ALL REAL ESTATE IN THE CITY OF POQUOSON, VIRGINIA, FOR THE GENERAL OPERATION OF THE VARIOUS DEPARTMENTS OF THE CITY GOVERNMENT

WHEREAS, after careful consideration of the operation of the various departments of the City government of Poquoson for the Fiscal Year 2007-2008, it is deemed necessary that a levy of $.81 on each $100.00 of assessed property values be laid on all real estate within the City of Poquoson, Virginia for the support of said departments.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Poquoson, Virginia:

Section 1: That on and after the 1st day of July 2007, all real estate, situated within the Corporate Limits of the City of Poquoson, Virginia, shall be and by this ordinance is, subject to levy in the sum of $.81 on each $100.00 of assessed valuation of all such property standing in the name of all individuals, firms or corporations, whether or not residing within the Corporate Limits of the City of Poquoson, Virginia as of the 1st day of July 2007.

Section 2: That all revenues collectible as a result of this ordinance shall be collected by the agent or agents of the City of Poquoson, Virginia, in the same manner and subject to the same penalties as is now provided by law, and any amendment thereof, and all revenues collected by the agents of the City of Poquoson, Virginia, by levies shall be remitted to the Treasurer of the City of Poquoson, Virginia, and used for the purpose of supporting the various departments and functions of the City of Poquoson, Virginia.

Section 3: That all fines collected under this ordinance shall go into the General Fund of the City.

Section 4: That this ordinance shall be in effect on and after July 1, 2007.

ATTESTE:

Judy F. Wiggins

Judy F. Wiggins, City Clerk

ADOPTED: May 14, 2007

Gordon C. Helsel, Jr.

Gordon C. Helsel, Jr., Mayor

ORDINANCE NO. 1271

AN ORDINANCE TO LAY A $4.15 LEVY ON ALL PERSONAL PROPERTY, A $1.50 LEVY ON ALL WATERCRAFT, A $1.50 LEVY ON ALL PRIVATELY OWNED CAMPING TRAILERS AND MOTOR HOMES, AND A $ .81 LEVY ON ALL VEHICLES WITHOUT MOTIVE POWER, USED OR DESIGNED TO BE USED AS MANUFACTURED HOMES IN THE CITY OF POQUOSON, VIRGINIA, FOR THE GENERAL OPERATION OF THE VARIOUS DEPARTMENTS OF THE CITY GOVERNMENT

WHEREAS, after careful consideration of the operation of the various departments of the City government of Poquoson for the Fiscal Year 2007-2008, it is deemed necessary to lay a levy of $4.15 on each $100.00 of assessed value on all Tangible Personal Property and Machinery and Tools, a levy of $1.50 on each $100.00 of assessed value on all watercraft, a levy of $1.50 on each $100.00 of assessed value on all camping trailers and motor homes, and a levy of $.81 on each $100.00 of assessed value on all vehicles without motive power, used or designed to be used as manufactured homes, within the City of Poquoson for the support of said departments.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Poquoson, Virginia:

Section 1: That on and after the 1st day of January 2008 all Tangible Personal Property and Machinery and Tools situated within the Corporate Limits of the City of Poquoson, Virginia, shall be and by this ordinance are, subject to levy in the sum of $4.15 on each $100.00 of assessed valuation of all such Tangible Personal Property, Machinery, Tools and Public Service Corporations standing in the name of all individuals, firms or corporation, whether or not residing within the Corporate Limits of the City of Poquoson, as of the 1st day of January 2008.

Section 2: That on and after the 1st day of January 2008, all watercraft situated within the Corporate Limits of the City of Poquoson, Virginia, shall be and by this ordinance are, subject to levy in the sum of $1.50 on each $100.00 of assessed valuation standing in the name of all individuals, firms or corporations, whether or not residing within the Corporate Limits of the City of Poquoson, as of the 1st day of January 2008.

Section 3: That on and after the 1st day of January 2008, all privately owned camping trailers and motor homes as defined in Section 46.2-100 of the Code of Virginia (1950), as amended which are used for recreational purposes only situated within the Corporate Limits of the City of Poquoson, Virginia, shall be and by this ordinance are, subject to levy in the sum of $1.50 on each $100.00 of assessed valuation standing in the name of all individuals, firms or corporations, whether or not residing within the Corporate Limits of the City of Poquoson, as of the 1st day of January 2008.

Section 4: That on and after the 1st day of January 2008, all vehicles without motive power, used or designed to be used as manufactured homes as defined in Section 36-85.3 of the Code of Virginia (1950), as amended situated within the Corporate Limits of the City of Poquoson, Virginia shall be and by this ordinance are, subject to levy in the sum of $.81 on each $100.00 of assessed valuation standing in the name of all individuals, firms or corporations, whether or not residing within the Corporate Limits of the City of Poquoson, as of the 1st day of January 2008.

Section 5: That all revenue collectible as a result of this ordinance shall be collected by the agent or agents of the City of Poquoson, Virginia, in the same manner and subject to the same penalties as is now provided by law, and any amendment thereof, and all revenues collected by the agents of the City of Poquoson, Virginia, by levies shall be remitted to the Treasurer of the City of Poquoson, Virginia, and used for the purpose of supporting the various departments and functions of the City of Poquoson.

Section 6: That all fines collected under this ordinance shall go into the General Fund of the City.

Section 7: That the tax rates established herein shall continue until changed by City Council.

Section 8: That this ordinance shall be in effect on and after July 1, 2007.

ATTESTE:

Judy F. Wiggins

Judy F. Wiggins, City Clerk

ADOPTED: May 14, 2007

Gordon C. Helsel, Jr.

Gordon C. Helsel, Jr, Mayor

ORDINANCE NO. 1272

AN ORDINANCE PROVIDING THAT THE CODE OF ORDINANCES OF THE CITY OF POQUOSON, VIRGINIA BE AMENDED BY REVISING SECTION 82-40 (b)(1)c PERTAINING TO SEWER SERVICE CHARGES

BE IT ORDAINED by the Council of the City of Poquoson, Virginia:

Section 1: That Section 82-40(b)(1)c of the Code of Ordinances of the City of Poquoson, Virginia be and the same hereby is amended to read as follow:

Section 82-40 Schedule of Sewer Rates and Charges

(b) Sewer Service Charges

(1) The charges for sewer service furnished by the city shall be as follows:

a. Single-family residential units fifty dollars ($50.00) bi-monthly.

b. Two-family and multiple-family residential units, trailer parks and other residential units not otherwise provided for, fifty dollars ($50.00) bi-monthly per housekeeping unit.

c. Business, commercial or industrial units, fifty dollars ($50.00) bi-monthly per unit plus ~~$1.25~~ $1.75 per 100 cubic feet of water consumption. Upon application to the city, the volume of water consumption used to calculate a business' bi-monthly sewer service charge will be reduced by the volume of water which flows through an approved water submeter. An additional bi-monthly fee of $10.00 will be charged for those businesses for which such application is approved.

Section 2: That this ordinance shall be in effect on and after July 1, 2007.

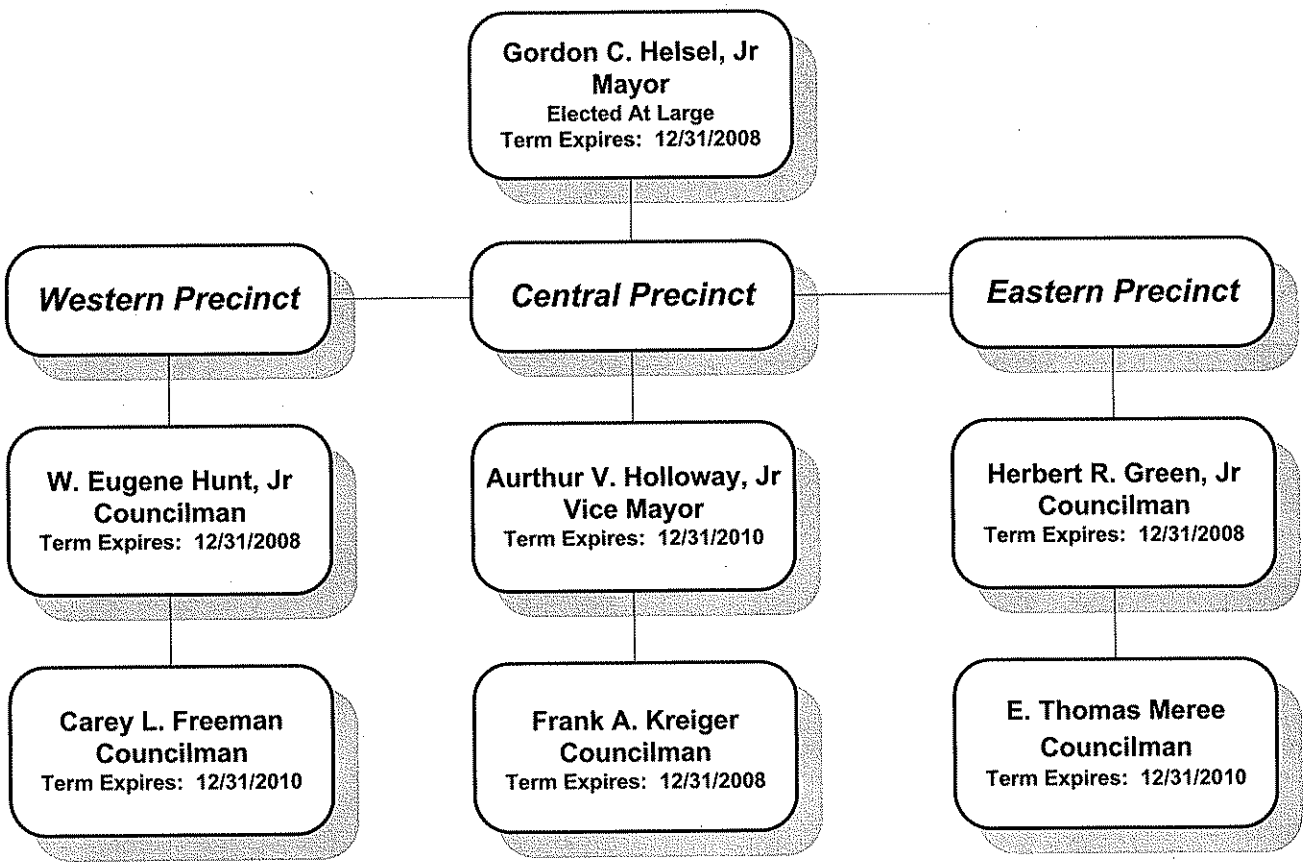
ATTESTE:

Judy F. Wiggins, City Clerk

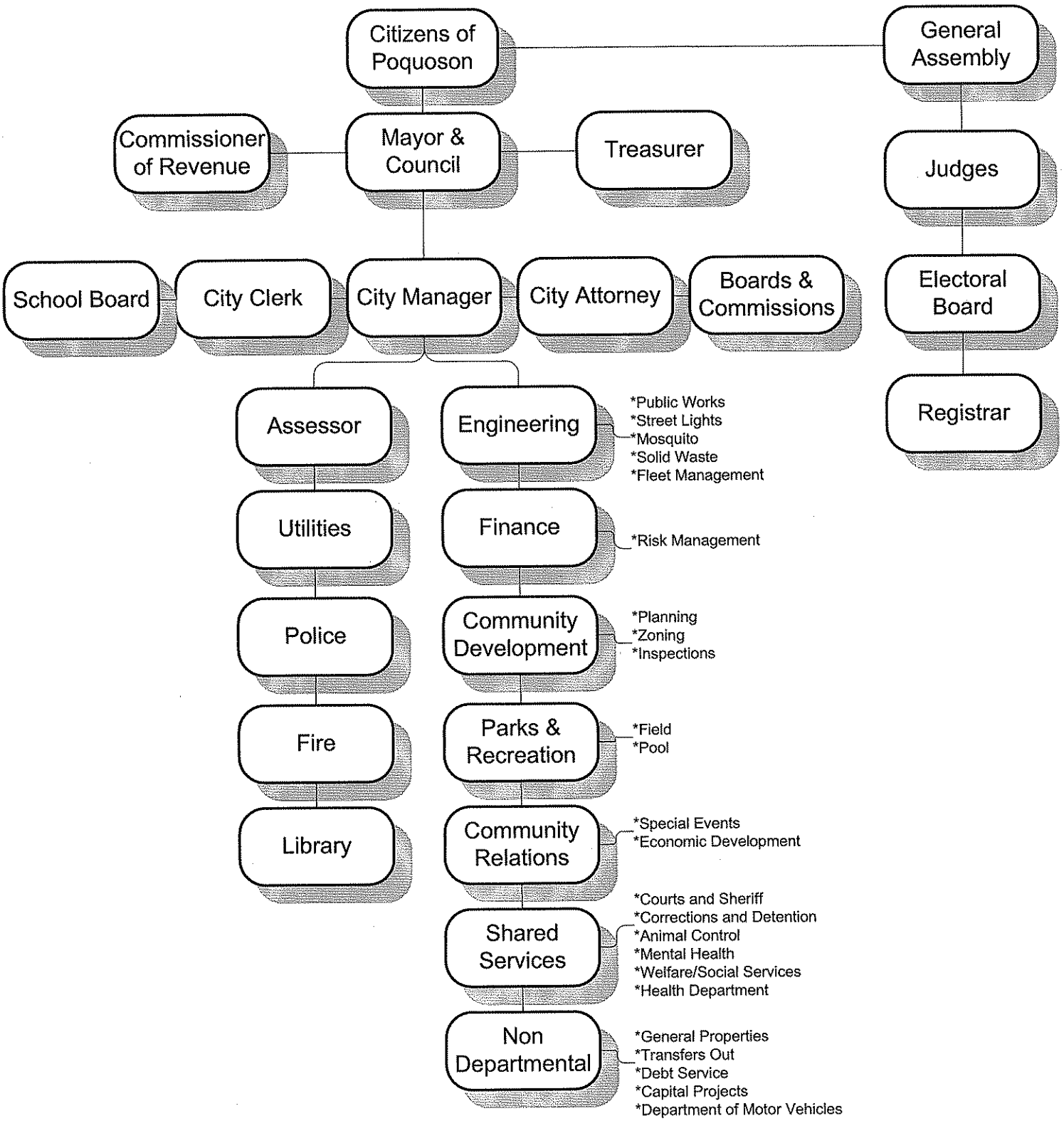
ADOPTED: May 14, 2007

Gordon C. Helsel, Jr., Mayor

POQUOSON CITY COUNCIL



CITY OF POQUOSON, VIRGINIA
CITY GOVERNMENT ORGANIZATIONAL CHART



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- Special Revenue Fund
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- Utilities Fund
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- Fleet Management
- Unbudgeted Needs

Executive Summary *Fiscal Year July 1, 2007 to June 30, 2008*

April 9, 2007

Introduction

Honorable Mayor and Members of City Council
Poquoson, Virginia:

The following Annual Financial Plan is hereby submitted in accordance with the requirements of the Charter of the City of Poquoson, Virginia, Article V.

The Executive Summary is a general overview of the Annual Financial Plan for Fiscal Year 2008 for the City of Poquoson. The summary provides a quick overview of the fiscal plans of the City for the upcoming fiscal year. It highlights some of the more significant items in the City's budget and addresses some of City Council's goals. The information following the Executive Summary has a considerable amount of detail for those who desire a more thorough review of the budget document.

The General Fund is the primary focus of the Executive Summary. This is the primary operating fund of the City and is used to account for most of the City's financial resources. The spending requirements of this fund determine the rates of local taxation.

In addition, budgets have been prepared for the Debt Service Fund, the Capital Projects Fund, the Special Revenue Fund, the Solid Waste Enterprise Fund, the Utilities Enterprise Fund, Parks and Recreation Enterprise Fund, and the Fleet Management Internal Service Fund.

The proposed budget is available in the City Manager's Office and the City Library for public review.

Council Goals

City Council held a goal setting work session on December 11, 2006. Budget directives were also given after revenue projections were presented on March 12, 2007. At the time goals were set the following revenue assumptions were made:

- FY 2008 is not a reassessment year, resulting in a smaller increase in local revenue.
- Growth projections for personal property tax and other local taxes have small increases.
- State revenues have a slight increase which is offset by mandated expenditures in various departments.

Council was also aware of several large expenditures facing the City in FY 2008.

- The Schools were requesting an 8.5% or $666,081 increase in funding.
- In addition to the normal merit and cost-of-living raises, the City was looking at two new full-time (police and fire) positions and one part-time position and increased hourly wages for Library staff.
- The additional debt issued to complete the financing plan for the new elementary school, fire station # 1, and other capital improvement projects.
- Substantial capital and operating start-up costs for the new solid waste program.

Based on a small increase in revenue and some upcoming large expenses, Council set the following goals for FY 2008.

Minimize Tax and Fee Increases:

With some growth in assessments, Council directed staff to develop a budget keeping the real estate tax rate and other fees as low as possible. This budget has been prepared adjusting the real estate tax from $.81 per $100 assessed value to $0.83 per $100 assessed value, a two-cent real estate tax rate increase. As recommended by our financial advisors, the additional two cents on the real estate tax rate completes the financing plan for the construction projects. The debt affordability analysis plan encompasses all City and School debt. The utility fund commercial consumption charge will see a small increase; all other taxes and fees have been held level.

Address Operating Needs:

Due to the increases in population and construction of new homes, Council requested staff to review the staffing and equipment needs of the Public Works department; Mosquito Control and drainage issues; and the funding of outside agencies.

Address Use of Cash Reserves:

The Parks and Recreation Enterprise Fund has been experiencing on-going deficits. Council's goal is to keep recreational fees affordable for all citizens while maintaining existing recreational programs; however, historically this fund incurs deficits each year. The FY 2008

Council Goals (Continued)

budget provides a $131,010 transfer from the General Fund to the Parks and Recreation Fund. Of that, $46,440 will help supplement user fees for programs, $74,730 for pool operations, and $9,840 will be used to fund community events.

The Utilities Fund has had large fluctuations in cash over the last few years. Several years ago the City extended sewer and it became mandatory for citizens to connect to the system. The sewer availability fee per household caused the Utilities Fund cash reserves to increase. Sewer extension was costly to the City and increased the debt service of that fund significantly, as well as increased operational costs. The debt service and increased operational costs of this fund have made it more difficult to balance this budget. In FY 2006, the billing cycle changed from quarterly to bi-monthly so that cash flow remains relatively even. However, in order to adequately fund operating costs, we propose to increase the commercial consumption charge to $1.75 hcf, which has been $1.25 hcf since FY 1999. Planned use of excess cash reserves has been allowed to keep utility fees as low as possible. For FY 2008, it is proposed to use reserves to offset non-cash depreciation and amortization charge.

The new Solid Waste program requires substantial capital and operating start-up costs. In order to fund these expenses, it is necessary to transfer $490,000 unappropriated general fund balance to the Solid Waste Fund. Once the new program is underway, the budgeted program revenues should be sufficient to fund all solid waste program costs.

Maintain Quality Schools While Controlling School Spending:

Poquoson prides itself in maintaining quality schools and having test scores that are top in the State. The Council has committed to continue to provide basic funding for school operations. This budget addresses the School's 3% salary increase for teachers and other staff, a 14% increase as a market adjustment for para-educators, and significant increases in VRS retirement and retiree health care credit costs. The FY 2008 proposed local funding of $8,274,000 is a $394,000 or 5% increase that covers major budget issues at the Schools.

The proposed FY 2008 budget also includes interest expense and principal payments on general obligation bonds the City issued to pay for the design and construction of a new elementary school. Costs of construction of the new building, equipment, furnishings, and demolition of the existing elementary school have increased from $15,500,000 to $18,400,000.

Budget Policies:

We have included a brief summary of our Financial Planning, Revenue, Expenditure, Fund Balance Reserve, Debt, and Investment Policies in the General Information section describing the budget process. These policies guide the City in the development of the City's Annual Financial Plan.

The Budget in Brief

The total revenue budgeted for FY 2008 by fund is as follows:

General Operating	$23,324,786	
Use of Fund Balance	490,000	
General Operating Fund		$23,814,786
Debt Service	2,481,810	
Use of Debt Reserve	126,413	
Debt Service Fund		2,608,223
Capital Projects Fund		489,690
Special Revenue Fund		2,526,361
Solid Waste	1,038,500	
Use of Fund Balance	200,000	
Solid Waste Fund		1,238,500
Utilities Fund		2,449,110
Parks and Recreation Fund		464,860
Fleet Management Fund		781,430
Revenues & Transfers In		$34,372,960
Less Interfund Transfers		(3,179,506)
Total Revenues		$31,193,454

The total expenditures budgeted for FY 2008 by fund is as follows:

General Operating Fund		$23,814,786
Less Interfund transfers:		
Debt Service	(2,481,810)	
Special Revenue	(76,686)	
Solid Waste	(490,000)	
Parks and Rec.	(131,010)	(3,179,506)
Debt Service Fund		2,608,223
Capital Projects		489,690
Special Revenue Fund		2,526,361
Solid Waste Fund		1,238,500
Utilities Fund		2,449,110
Parks and Recreation Fund		464,860
Fleet Management Fund		781,430
Total Expenditures		$31,193,454

General Fund

Revenues by Category:

The General Fund derives its revenue from a variety of sources as the pie chart on page vi illustrates. The largest source is from general property taxes, which includes real estate taxes, personal property taxes, public service corporation taxes, delinquent taxes, and penalties and interest.

The City expects to receive $13,408,000 in real estate tax revenue in FY 2008. Real estate taxes are projected to increase $461,000 or 3.5% over the FY 2007 estimate. The following factors make up the change in real estate:

- Growth projections for FY 2008 are based on fifty homes valued at $350,000 and other improvements to be built throughout the year, or $19,000,000 new residential assessments. Growth will bring approximately $68,400 of additional tax revenue during FY 2008.
- The proposed real estate tax rate is $0.83 per $100 of assessed value, which is a two-cent or 2.5% increase from the FY 2007 rate, which will bring an additional $318,240.
- It is also expected that an additional $74,360 in revenue from new construction in FY 2007 will pay a full year of taxes in FY 2008.

General Fund (Continued)

Revenues by Category: (Continued)

Public services corporation taxes is expected to be $99,000, an increase of $3,000. Revenues will be higher based on the proposed increased real estate tax rate.

Personal property taxes and the State Personal Property Tax Relief Act (PPTRA) are projected to be $4,222,430, a $229,000 or 5.7% increase over the FY 2007 estimate. PPTRA established a statewide program by which the Commonwealth of Virginia was to provide relief for owners of personal use motor vehicles from personal property taxation. Due to soaring costs associated with PPTRA, the 2004 and 2005 General Assembly sessions made significant changes to PPTRA. The changes include converting the program from an entitlement program to a block grant formula that caps statewide relief to local governments at $950 million annually. The cap for Poquoson as identified by the State Auditor of Public Accounts for Personal Property Tax Relief is $1,923,430.

The City adopted the "specific relief" method of computing and reflecting tax relief. The "specific relief" method allows a set single tax rate and applies tax relief at a specific percentage to each qualifying vehicle. One hundred percent of the personal property tax will continue to qualify for tax relief for qualifying personal use vehicles used for non-business purposes with a value of one thousand dollars ($1,000) or less. Tax relief percentage will be at 55% for calendar year 2007.

Since not all personal property is affected by PPTRA, the City has estimated that citizens and businesses will pay 54.4% of personal property tax in FY 2008. FY 2008 budget for local tax is $2,299,000 and State non-categorical aid is $1,923,430.

The proposed personal property tax rate is $4.15 per $100 of assessed value, which is the same rate as FY 2007.

The General Fund also realizes revenue from a variety of smaller local taxes such as local sales tax, communication sales and use tax, meals tax, consumer utility tax, and business licenses. The total of $2,426,000 other local taxes accounts for 10.7% of total general fund revenues and is expected to increase by 4.3% from the FY 2007 estimate.

Other local revenue totals $434,300 and includes permits; licenses and fees; fines and forfeitures; interest on investments; rental of property; charges for services; and miscellaneous revenue. The 5.6% increase from FY 2007 is from increased earnings on investments and increases in permits, licenses and fees collected.

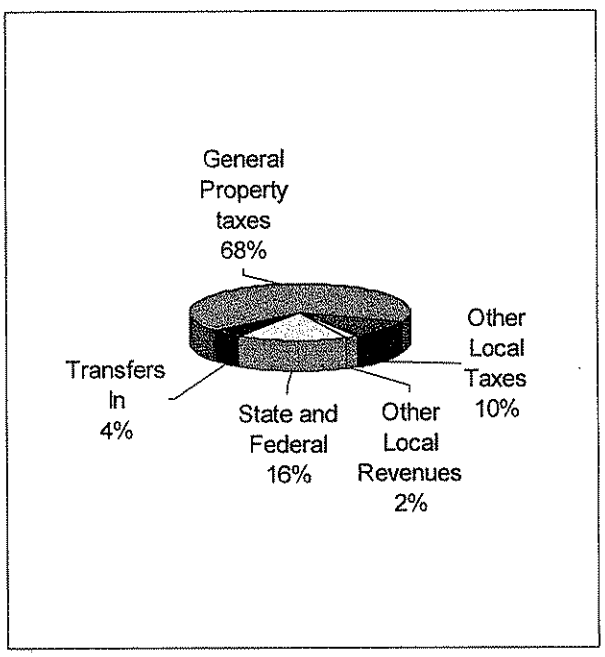
General Fund (Continued)

Revenues by Category: (Continued)

State and Federal revenue is expected to be $3,905,968 in FY 2008, a $65,943 or 1.8% increase from the FY 2007 budget. The increase in state revenue is mostly due to increased Street and Highway Maintenance funds. Federal funding will decrease from FY 2007 since the City is in the second year of the three year COPS grant.

Transfers include $130,000 from the Utilities Fund, $325,828 from the Schools, and $97,690 from the Capital Projects Fund. The Utilities Fund reimburses the General Fund for services that are provided out of salaries in the Engineering, Public Works, and Finance Departments. The School transfer relates to lottery funds and school construction funds that the Schools will receive from the State and then transfer to the City to help pay for School debt service. The Capital Projects transfer is to fund a project manager to oversee the construction of the school and fire station projects.

The FY 2008 budget proposes to use $490,000 of Unappropriated Fund Balance to transfer to the Solid Waste Fund in order to fund the substantial capital and operating start-up costs for the new Solid Waste program.



GENERAL FUND SOURCES OF REVENUE

General Property Taxes	$16,005,000
Other Local Taxes	2,426,000
Other Local Revenues	434,300
State and Federal Revenues	3,905,968
Transfers In	1,043,518
Total Revenues	$23,814,786

- **Real Estate Rate $0.83 per $100 Assessed Value**
- **Personal Property Tax Rate $4.15 per $100 Assessed Value**

General Fund (Continued)

Expenditures By Category:

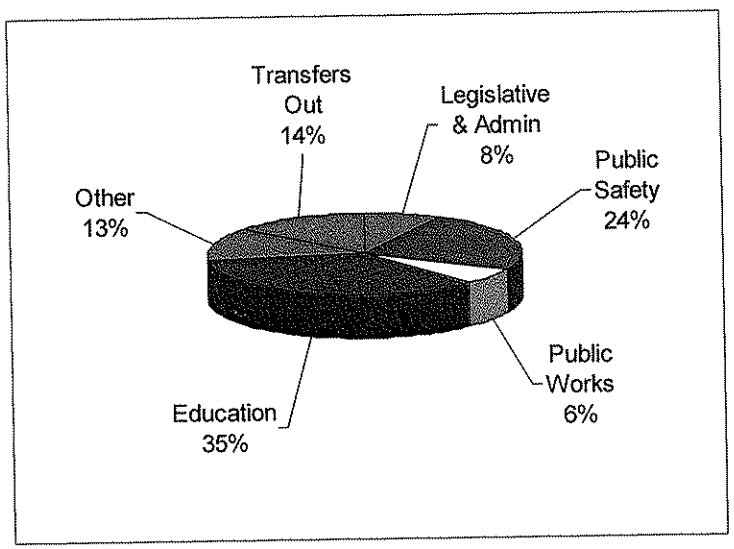
School Expenditures: The contribution to Schools accounts for 35% of the total General Fund budget. The proposed FY 2008 budget includes a $8,274,000 contribution to Schools, a $394,000 or 5% increase over the FY 2007 budget. This does not fully fund the School's request of $8,546,081, a difference of $272,081. The School's budget is based on an average daily membership of 2,572 students for the FY 2008 school year. The proposed budget allows the schools to increase teacher and other staff salaries by 3% and to increase para-educators by 14% as a market adjustment. Significant increases in retirement and retiree health care credit costs are also included in the budget.

Usually, the School has unspent money at the end of the year which is returned to the City. However, at the end of FY 2006, there were no unspent funds. Any FY 2007 unspent School funds will be presented to Council for consideration of reappropriation to the Schools in FY 2008 after completion of the FY 2007 audit.

City Personal Services: City personal services are proposed to be $8,472,273 in FY 2008, a $694,505 or 9% increase. Employee salaries and overtime account for 71.4% of personal services. Salaries in all departments were budgeted using an overall average increase of 4% for merit and cost-of-living raises for employees. Personnel costs also include $20,000 for salary market adjustments in FY 2008. Salaries include funding two new full-time positions: a Firefighter/Paramedic and one School Resource Officer (grant funded). One part-time position and increased hourly wages for existing part-time staff are included for the Library. Also, funding is included for an intern in the Planning Department.

GENERAL FUND EXPENDITURE USES

Legislative & Administrative	$1,920,012
Public Safety	5,709,108
Public Works	1,485,468
Education	8,274,000
Other	3,126,692
Transfers Out	3,299,506
Total Expenditures	$23,814,786



General Fund Expenditure Uses

Uses	FY 2007	FY 2008	$ Inc/(Dec)	% Inc/(Dec)
School	$ 7,880,000	$ 8,274,000	$ 394,000	5.0%
City	14,442,592	15,540,786	1,098,194	7.6%
Total	$22,322,592	$23,814,786	$ 1,492,194	6.7%

General Fund Contribution to Schools

Category	FY 2007	FY 2008	$ Inc/(Dec)	% Inc/(Dec)
Operations	$ 7,880,000	$ 8,274,000	$ 394,000	5.0%
Capital Outlay	0	0	0	0%
Total	$ 7,880,000	$ 8,274,000	$ 394,000	5.0%

General Fund City Expenditures by Category

Category	FY 2007	FY 2008	$ Inc/(Dec)	% Inc/(Dec)
Personal Services	$ 7,777,768	$ 8,472,273	$ 694,505	9.0%
Operations/Transfers	3,892,676	4,139,154	246,478	6.4%
Debt Service	2,427,570	2,481,810	54,240	2.3%
Capital Outlay	344,578	447,549	102,971	29.9%
Total	$ 14,442,592	$ 15,540,786	$ 1,098,194	7.6%

Expenditures By Category: (Continued)

Employee benefits account for 28.6% of personal services. Employee benefits are projected to increase 9.9%, primarily due to two additional full-time positions and increased costs for workers compensation coverage in certain categories of employees.

City Operations/Transfers: The City's operational costs and transfers are proposed to be $4,139,154 in FY 2008, a $246,478 or 6.4% increase.

Debt Service: In FY 2008, the City will transfer $2,481,810 to the Debt Service Fund, a 2.3% or $54,240 increase. The change is explained in the Debt Service Fund section.

Expenditures By Category: (Continued)

Capital Outlay: The City's proposed capital outlay for FY 2008 is $447,549, a $102,971 or 29.9% increase from FY 2007. This category consists of smaller capital outlay in various departments, including library books, computers, equipment, tools, fire hose, police car and furniture.

School Capital Transfer to City: In FY 2007, the Poquoson City Schools did not have unspent funds from FY 2006. For the past several years, unspent funds have been available and City Council has reappropriated all of the funds back to the schools to pay for capital projects.

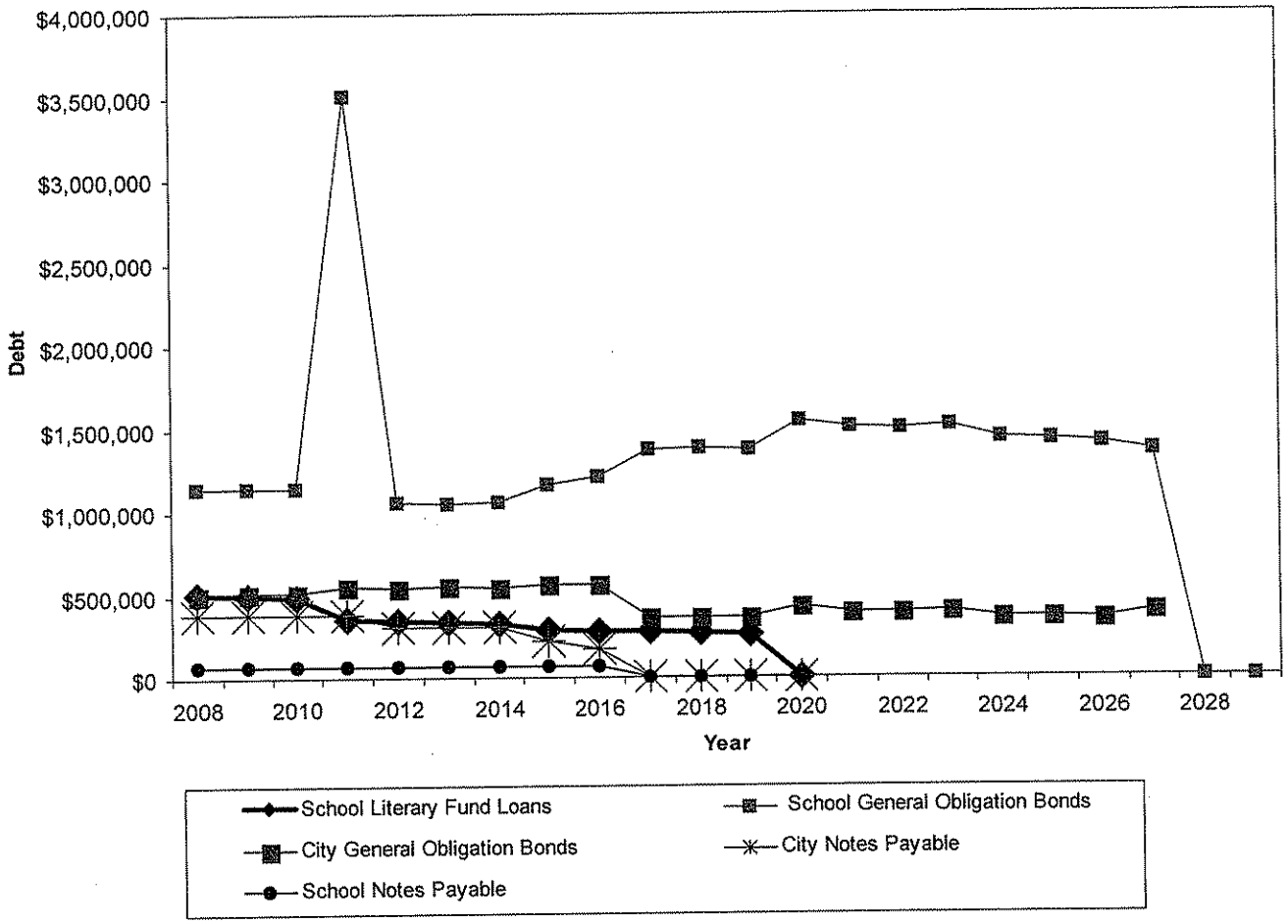
Debt Service Fund

DEBT SERVICE FUND USES	
School Debt	$1,720,256
City Debt	887,967
Total	$2,608,223

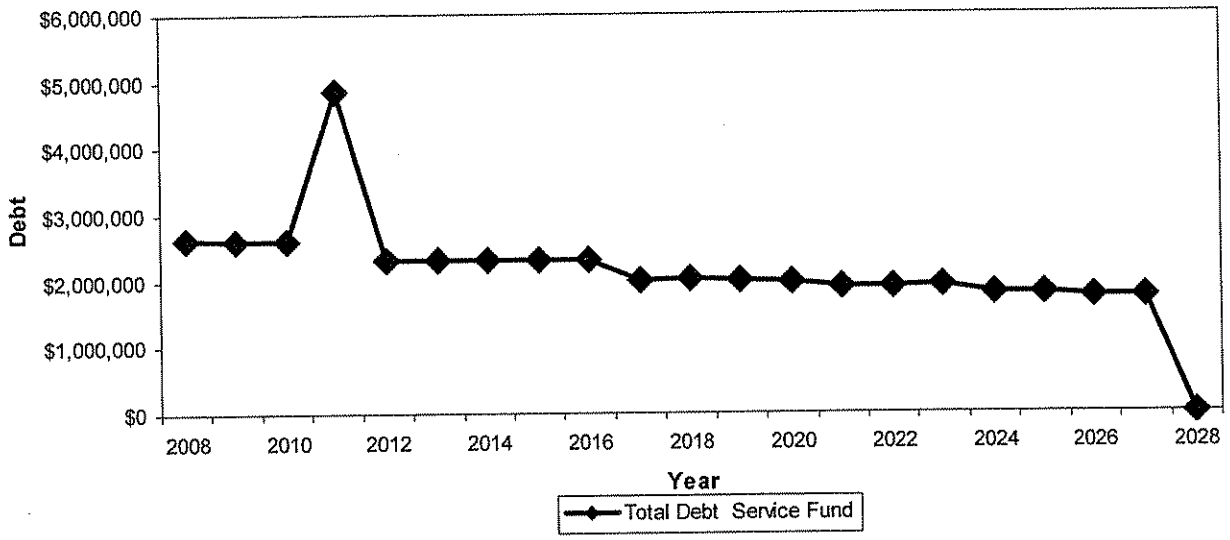
Debt Service Fund projected expenditures in FY 2008 are $2,608,223. The General Fund will fund $2,481,810 of the debt service expenditures; the remaining $126,413 will be funded with use of the debt reserve. The City intends to drawdown the debt reserve for the next three fiscal years.

The graphs on the next page depict the City's debt service over the years. The City's largest outstanding debt is from School Obligation Bonds which were used for School construction projects. The City also has other bonds and notes which have been used to pay for various School and City projects. As shown on the graph, there is a large spike in FY 2011 in the debt service for the School Bonds. As planned, these bonds will be retired with new State Literary Loan Funds.

Debt Service By Type



Total Debt Service Obligations



Capital Projects Fund

The Capital Projects Fund accounts for financial resources used for the acquisition or construction of major City or School capital facilities, infrastructure, and equipment other than those financed by proprietary funds.

Capital Project revenues include $392,000 State Highway Funds for street and drainage improvements and $97,690 in bond interest earnings which will be transferred to the General Fund to pay for a project manager to oversee the construction of the school and fire station projects. Although the FY 2008-2012 Capital Improvements Plan (CIP) has been adopted by the Poquoson Planning Commission, the CIP has not yet been approved by City Council. Therefore, locally funded projects have not been included.

Total current year expenditures for the Capital Projects Fund are proposed to be $489,690. Unspent funds are expected from FY 2006 and FY 2007, which are allowed to be carried forward to FY 2008. Funds are appropriated in the Capital Projects Fund for a period of three years. If the funds are unspent, they will lapse into the General Fund.

CAPITAL PROJECTS FUND REVENUE SOURCES	
State and Federal Funds	$ 392,000
Interest Proceeds	97,690
Total	$ 489,690

CAPITAL PROJECTS FUND EXPENDITURE USES	
Transportation and Drainage	$ 392,000
Other Projects	97,690
Total	$ 489,690

Special Revenue Fund

The Special Revenue Fund accounts for revenues and expenditures related to state and federal grants for community development and public safety. The City received two Federal Hazard Mitigation Grant Program (HMGP) grants for the purpose of raising houses to flood elevation so they will not flood in the future. The grant is a shared grant with 75% funding coming from the Federal Government, 20% coming from the State, 5% coming from the City using a transfer from the general fund. The City also received two Community Development Block Grants (CDBG) to elevate homes and to reimburse citizens for their repair costs.

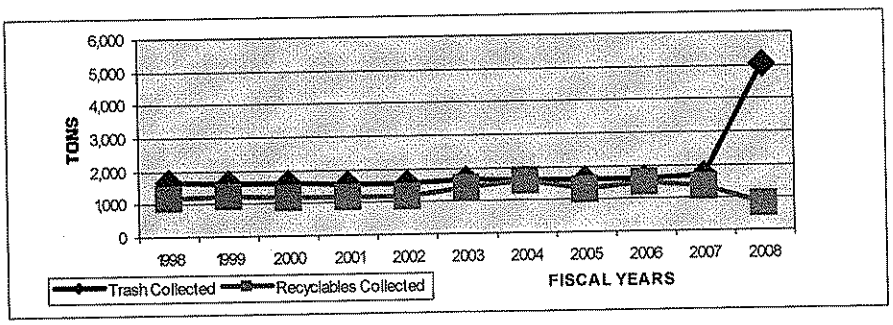
SPECIAL REVENUE FUND REVENUE SOURCES	
HMGP State	$ 310,352
HMGP Federal	1,146,723
CDBG	992,600
Transfer from General Fund	76,686
Total	$ 2,526,361

SPECIAL REVENUE FUND EXPENDITURE USES	
Operating Expenses	$2,526,361
Total	$2,526,361

Solid Waste Fund

The Solid Waste Fund is an enterprise fund which accounts for the collection, disposal, and recycling of household and municipal solid waste, residential hazardous materials, bulky items, and landscaping debris. The proposed revenues for FY 2008 are $1,238,500 which is $693,900 or 127.4% more than the FY 2007 budget. When the City implements the new Solid Waste program, substantial initial capital and operating start-up costs will be incurred. We propose to transfer $490,000 from the general fund and to use $200,000 of the fund's unrestricted net assets during the first year of the new program.

The City used a pay-by-the-bag program for 13 years. During FY 2007, City Council established a Solid Waste Committee to study the City's refuse collection and disposal service. The Committee's recommendation was to implement a container/cart program for homeowners to dispose of trash. In January 2007, City Council approved the Committee's recommendation and City staff began the implementation of the container/cart program which is to begin October 1, 2007. As noted on the graph below, trash tons collected have increased while recyclables have decreased. We anticipate more citizens will participate and pay for the container/cart program than purchased the trash bags. Citizens have the option to select a container/cart size and will be billed bi-monthly along with the sewer service fee. Trash bags will still be available for those residents who need additional disposal service.



SOLID WASTE
SOURCES OF REVENUE

Solid Waste Fees	$439,000
Bag Fees	100,000
Landscaping & Bulky Item Charges	9,500
Transfer from General Fund	490,000
Use of Unrestricted Net Assets	200,000
Total	$1,238,500

SOLID WASTE
EXPENDITURE USES

Personal Services	$203,800
Garbage Disposal	115,000
Trash Containers	220,000
Recycling	144,218
Bulky Item/Landscaping	99,020
Hazardous Material	15,385
Depreciation	89,060
Other Costs	144,717
Capital Outlay	207,300
Total	$1,238,500

Utilities Fund

The Utilities Fund is operated as an enterprise fund and provides for the maintenance of sewer lines and pump stations. The FY 2008 budget is proposed to be $2,449,110, which is $3,280 or 0.1% less than the FY 2007 budget.

Each household that is available to sewer pays a fee whether connected to the system or not unless a waiver is granted by City Council. This fund has a series of small preplanned increases to the sewer fees that are necessary for several years. The sewer service fee is $50 bi-monthly in FY 2008. The sewer availability fee is $6,000 for newly created lots. Commercial users also pay a fee based on water consumption. We propose to increase the consumption fee from $1.25 hcf to $1.75 hcf. The fee has not been adjusted since FY 1999, and will help fund capital and operating expenditures. The notes receivable revenue represents both principal and interest on financed sewer availability fees. The use of reserves is budgeted to offset non-cash depreciation and amortization expenditures.

Approximately 49% of the expenditures in the Utilities Fund cover debt service on various improvements and extension of the sewer system. Personal services account for 10.4% of expenditures and include salaries and benefits for 4 full time employees for FY 2008. Depreciation and amortization accounts for 26.8% of the budget. Depreciation and amortization is the process of allocating the cost of property and debt issuances against the fiscal years' revenues; however, the costs have already been paid for in previous periods and capitalized. Since these are expenses that have a non-cash effect in FY 2008 (already paid for in previous years), and since the desire is to keep the fees as low as possible, use of net assets is budgeted to offset depreciation and amortization charges.

- **Sewer Fee $50 Bi-monthly**
- **Availability Fee $6,000 for new lots**
- **Commercial consumption fee $1.75 hcf**

UTILITIES
SOURCES OF REVENUE

Sewer Service Fees	$1,462,210
Sewer Availability Fee	300,000
Other	30,800
Use of Reserves	656,100
Total	$2,449,110

UTILITIES
EXPENDITURE USES

Personal Services	$254,430
Operating Expenses	171,245
Depreciation and Amortization	656,064
Debt Service	1,188,991
Capital Outlay	48,380
Transfer to General Fund	130,000
Total	$2,449,110

Parks and Recreation Fund

The Parks and Recreation Fund accounts for parks and recreational activities which are financed by user fees. Field activities include sport programs, instructional classes and senior programs. The pool includes use of pool, swim team, swimming lessons and contracted use of pool. Special events include the Poquoson Seafood Festival and other special events that receive donations or have user fees. The budget for FY 2008 expenditures is $464,860 which is $12,800 more than the FY 2007 estimate. This budget supplements the normal user fees with a $131,010 transfer from the General Fund to help supplement user fees for various activities.

PARKS AND RECREATION SOURCES OF REVENUE	
Field	$102,800
Pool	90,250
Special Events	140,800
Transfer from General Fund	131,010
Total	$464,860

PARKS AND RECREATION EXPENDITURE USES	
Field	$149,240
Pool	164,980
Special Events	150,640
Total	$464,860

Fleet Management Fund

The Fleet Management Fund is used to account for financing the costs of vehicle parts, vehicle contracted services, gas and oil, and labor for all City and School vehicles and equipment. Costs are charged to City departments and the School Division for the services of the Fleet Management Fund. The budget is projected to be $781,430 in FY 2008, a 5.5% increase from the FY 2007 budget. Increases are expected in gas and oil prices and vehicle parts and contracted services.

FLEET MANAGEMENT SOURCES OF REVENUE	
Parts and Contracted Services	$259,130
Garage Labor and Overhead	316,600
Gas and Oil Revenues	205,700
Total	$781,430

FLEET MANAGEMENT EXPENSE USES	
Personal Services	$284,250
Fuel and Lubricants	205,700
Parts and Contractors	259,130
Other	32,350
Total	$781,430

Unbudgeted Needs

There are a number of items which have not been included in the budget. Some of the more important items include:

Schools: The Schools requested approximately $272,081 more in local appropriation than what is recommended in the budget.

Personnel: Although we have proposed an additional firefighter/paramedic in order to staff each shift with 8 personnel, the City is still well below National Fire Protection Association recommendations. The Fire Department needs five additional firefighter/paramedics. Staffing may not be adequate in Public Works and Mosquito Control. Two full-time and two part-time dispatchers had been requested by the Police Department; however, we were not able to fund the positions due to limited funding. Finally, most of the surrounding localities in Hampton Roads cost-share in health insurance with retirees. The City of Poquoson offers retirees health insurance, but does not pay for any of the costs. This is a highly desired benefit for employees.

Additional Economic Development: The City has tasked the Industrial Development Authority (IDA) with developing the Big Woods and Messick Point. The IDA has purchased some land yet needs more in order to spur business development. The IDA has a line of credit (LOC) to use to pay for land and infrastructure improvements. Interest payments on the LOC are funded with a contribution from the General Fund. Hopefully the IDA will have sufficient land sales and other revenue to pay off the over $1.8 million already drawn on the debt, but if not, the debt has been guaranteed through the full faith and credit of the City.

Capital: Although the Capital Improvements Plan (CIP) has not yet been adopted by Council, there are a number of projects that have been identified and proposed for funding, including: transportation and drainage projects and additional School capital projects. Park improvements for various City parks have not been funded. Citizens have been voicing their concerns about the lack of recreational facilities and gyms in the City.

GFOA Distinguished Budget Award

The Government Finance Officers Association of the United States and Canada (GFOA), a national organization, each year nationally recognizes budgets which meet certain rigorous standards. GFOA presented the City of Poquoson an Award for Distinguished Budget Presentation for the Fiscal Year Beginning July 1, 2006. In order to receive this award, a governmental unit must publish a document that meets program criteria as a policy document, an operations guide, a financial plan, and a communications medium. This award is valid for a period of one year only. After receiving the award for nineteen consecutive years, we believe our current budget continues to conform to the program requirements. We have tried to incorporate comments for improvement in this document, and will submit this FY 2008 Annual Financial Plan to the GFOA to determine eligibility for another award.

Summary

In closing, we would like to thank those staff members who participated in the development of this budget. We particularly want to thank the Finance Department staff for the many hours of work in review of the departmental budgets and preparation of the budget document. In particular, thanks to Robin Bellamy, Valerie Smith, and Evie Insley for thoughtful and dedicated work on the budget. We also want to thank the City department heads, Constitutional Officers, School officials and agencies who prepared well thought out budget requests.

Respectfully,

Charles W. Burgess, Jr.
City Manager

Lisa K. Dessoffy
Director of Finance

THE BUDGET PROCESS IN POQUOSON

The Commonwealth of Virginia requires each municipality in Virginia to adopt an annual budget which conforms to certain minimum standards. The purpose of this requirement is to ensure accountability for the public funds entrusted to the City's elected officials. While accountability is certainly an important element, our approach to budget development in Poquoson goes beyond accounting.

The Annual Financial Plan is one of the most important accomplishments by City Council during any fiscal year. Expressed in very simple terms, this budget document is the City's "Plan of Action" for the next year. The document tells the reader where and in what priority the City will apply its resources and what the City expects to accomplish. If we have been successful in our efforts, a reading of this document should give our citizens a fairly good idea of the financial status of our City as well as the progress being made in many service areas.

The Budget Document adopted in May is the culmination of a process which begins in the preceding fall with Council work sessions to review the status of City services and to set priorities for City funding.

In early February, the Finance Department provides City Council with estimates of the yields expected from our major sources of revenue for the next fiscal year assuming existing tax rates. The Finance Department also provides information on the City's financial status based on certain key indicators.

Departmental budget and agency requests are submitted to the Finance Department in mid-January. The Finance Department reviews the budget with the Departments. Every line item in a departmental budget must be fully justified. The City does not simply take what a department currently receives and add some percentage increase to it, but rather each department head must justify the current budgeted amount.

The City Manager and Director of Finance meet with department heads as necessary to review requests. Inevitably, revenue estimates fall short of total departmental requests. It is the responsibility of the City Manager to prepare a budget in which available revenues are budgeted with the proposed expenditures of City departments, regional agencies and the local funding of the School system. In order to accomplish this, the City Manager must recommend reductions in departmental requests or tax increases or a combination of both if necessary. In the City of Poquoson, tax increases are seen as a last resort.

As a final step, the City Manager's recommended budget is presented to City Council during the month of April. Subsequently, a public hearing and several work sessions take place. During this period City Council may insert expenditures or may increase, decrease, or strike out any expenditure in the recommended budget except for already approved debt service. Within forty days of the budget being presented to Council, but in no event later than the thirty-first day of May, City Council shall approve a budget. If for any reason the Council fails to approve a budget on or before such date, then the budget as submitted by the City Manager shall be the budget for the ensuing year.

It is hoped that this Budget document will assist you in better understanding the workings of Poquoson City Government. If your review of the budget raises any questions, please contact the City Manager's Office.

BUDGET POLICIES

The following brief summary of financial and budgetary principles and policies serve to guide the City in developing the Annual Financial Plan. The major components are as follows.

Financial Planning Policies

Balanced Budgets: All funds are subject to the annual budget process. All operating and capital fund budgets must be balanced – total anticipated revenues plus fund balances or reserves brought forward must equal total estimated expenditures each year. The Utilities Fund will be self-supporting. All budgets will be formulated and adopted on the basis of accounting consistent with generally accepted accounting principles

(GAAP). The budget process will include coordinating development of the capital improvement budget with development of the operating budget.

Long-Range Planning: Budgets will be adopted annually, taking into consideration input from all organizational levels of the City. The Planning Commission adopts the Capital Improvement Plan; the document then goes to City Council for approval. Approved capital projects are included in the annual budget document to the extent funds are available. The long-term revenue, expenditure, and service implications of continuing or ending existing programs or adding new programs, services, and debt will be considered while formulating budgets annually. The City will assess the condition of all major capital assets, including buildings, roads, sewer lines, vehicles, and equipment annually.

To estimate the City's future financial position, the long-term impact of operating and capital spending will be analyzed five years forward, concurrent with the formulation of all budgets. The General Fund will maintain a minimum of 15% of total operating revenues as its fund balance. Fund Balance of the General Fund shall be used only for emergencies, nonrecurring expenditures, or major capital purchases that cannot be accommodated through current year revenues.

Revenue Policies

Revenue Diversification: The City will strive to maintain a diversified and stable revenue system to protect the City from short-run fluctuation in any one revenue source and ensure its ability to provide ongoing services. The City will identify all revenue and grant options available to the City each year. All revenue collection rates, especially for real estate and personal property taxes, will be reviewed annually, and all efforts to maximize receipt of revenues due will be made by the Treasurer's Office.

User Fees and Charges: Fees will be reviewed and updated on an ongoing basis to ensure that they keep pace with changes in the cost-of-living as well as changes in methods or levels of service delivery. Building permit and inspection fees will be reviewed annually.

Recreation program charges will be reviewed annually. In general all efforts will be made to provide programs and activities at an affordable level for the residents while still recovering a major portion of incidental costs of programs, not to include administrative costs or the use of facilities. Charges for specialty classes such as baton, drama, etc. will be set at a level to encourage maximum participation, and also enable 75% to 80% of program receipts to be used to compensate instructors. Team sports participation fees will also be set to encourage maximum participation, while still recovering all direct program costs.

Admission and rental fees for the City pool are intended to provide an affordable service to citizens. Fees are not intended to recover 100% of the costs of operating the facility. The City encourages individual and family membership passes at a minimum fee, which provide an even more affordable opportunity for residents to enjoy the pool.

The City's Utilities Fund will be self-supporting. Sewer charges will be reviewed annually and set at levels which fully cover the total direct and indirect costs – including operations, capital outlay, and debt service.

Use of One-time or Limited-time Revenues: To minimize disruptive effects on services due to non-recurrence of these sources, the City will not use one-time revenues to fund operating expenditures.

Expenditure Policies

Operating/Capital Expenditure Accountability: The City will finance all current expenditures with current revenues. The City will not short-term borrow to meet cash flow needs. Future operating costs associated with new capital improvements will be projected and included in operating budgets. Capital Improvement

Program budgets will provide for adequate maintenance of capital equipment and facilities and for their orderly replacement.

The budgets for all funds shall be controlled at the department level. Expenditures may not exceed total appropriations for any department without approval from the City Council. All operating fund appropriations will lapse at fiscal year-end, except appropriations in the Capital Fund. These monies can be used over a three year period. The City will include a contingency line item in the General Fund to be administered by the City Manager to meet unanticipated expenditures of a non-recurring nature. The City will maintain a budgetary control system to ensure adherence to the budget and will prepare and present to City Council quarterly financial reports comparing actual revenues and expenditures with budgeted amounts.

Fund Balance Reserve

Fund Balance reflects the accumulation of excess revenues over expenditures. The City strives to maintain a minimum unobligated fund balance of 15% of the current year budgeted expenditures for operations as a reserve. This unobligated portion of fund balance provides sufficient working capital for the City and serves as a "rainy day" fund for emergencies or unforeseen circumstances.

Debt Policy

The objective of the City's debt policy is to maintain the City's ability to incur present and future debt at the lowest interest rates in amounts needed for financing the adopted Capital Improvement Program without adversely affecting the City's ability to finance essential City services. The City does not issue long-term debt to finance current operations.

A five-year Capital Improvements Program will be developed and updated annually along with corresponding anticipated funding sources. Capital projects financed through either bank qualified borrowing or the issuance of bonded debt will be financed for a period not to exceed the useful life of the project.

Investment Policy

The following is a brief synopsis of the investment policy of the City of Poquoson. The Treasurer of the City of Poquoson is an elected Constitutional Officer, whose responsibility, in part, is to invest funds in an expedient and prudent manner, meeting or exceeding all statutes and guidelines governing the investment of public funds in Virginia.

Cash and reserve balances from all funds will be consolidated to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the funds based on their respective participation and in accordance with generally accepted accounting principles.

The primary objectives of investment activities shall be safety, liquidity and yield. Investments shall be undertaken in a manner that seeks to ensure preservation of capital in the overall portfolio. The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. The portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs.

Copies of the City's comprehensive investment policy, including the objectives, allowable investments, quality, maturity restrictions, prohibited securities, and additional requirements are available at the Treasurer's Office.

THE BUDGET PROCESS IN POQUOSON

BUDGET AMENDMENT PROCESS

The adopted General Fund Budget may be amended in one of two ways as outlined by the Code of Virginia. The City Manager is authorized to transfer funds between budget line items within a departmental budget. Revisions that alter total appropriations for a department must be approved by City Council. Therefore, the level of control at which expenditures may not exceed appropriations is the total expenditure level of each department. In certain instances, as outlined in the State Code, a public hearing may be required before the governing body can amend the budget.

ORGANIZATION OF BUDGET

The financial transactions of the City are recorded in individual funds. Each fund is accounted for by providing a separate set of self-balancing accounts that comprise its assets, liabilities, reserves, fund equity, revenues and expenditures. The various funds are reported by generic classification within the financial statements of the Comprehensive Annual Financial Report. The City Budget includes all funds where financial transactions are recorded. The following fund types are used by the City:

Governmental Funds

* **General Fund:** Used to account for all revenues and expenditures applicable to the general operations of the City, which are not accounted for in other funds.

* **Debt Service Fund:** Used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

* **Capital Projects Fund:** Used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by Proprietary funds.)

* **Special Revenue Fund:** Used to account for resources and expenditures related to state and federal grants for community development and public safety.

The General Fund of the City is divided into functional areas, such as General Administration, Public Safety, Public Works, Health & Welfare, etc. Each department within a functional area has its own budget, for example, Police and Fire within the functional area of Public Safety. The Budget format presents expenditures by functional area and departments within a specific function.

Proprietary Funds

Proprietary Funds are used to account for operations: (a) that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that costs of operating and providing services to the general public is completely or partially financed from user charges; or (b) where the governing body has determined that the periodic determination of net results of operations is appropriate for management control and accountability. Proprietary Funds include:

* **Solid Waste Enterprise Fund**

* **Utilities Enterprise Fund**

* **Parks & Recreation Enterprise Fund**

* **Fleet Management Internal Service Fund**

THE BUDGET PROCESS IN POQUOSON

BUDGETARY BASIS

Budgets are prepared on the modified accrual basis of accounting for all funds. Encumbrance accounting, under which applicable appropriations are reserved for outstanding purchase orders, is employed as an extension of the formal budgetary integration in the General Fund. Encumbrances outstanding at year-end are reported as a Reservation of Fund Balance since they do not constitute expenditures or liabilities. Unexpended appropriations lapse at the end of the fiscal year. Program and project budgets are utilized in the Capital Projects Fund where appropriations remain open for three years.

Governmental Funds use the modified accrual basis for financial reporting purposes. Proprietary Funds are budgeted on the modified accrual basis but use full accrual basis for financial reporting purposes. For budget purposes, Proprietary Funds include capital expenditures that are paid for out of the funds, but capitalize these for financial reporting purposes. Large capital expenditures in the Utilities Fund that are paid for out of bond proceeds are not budgeted, rather capitalized when incurred.

In the Utilities Fund, payments received on Notes Receivable are considered revenue and payments made on debt principal are considered expenditures for budget purposes. For financial reporting purposes these items affect the balance sheet.

DIRECTIONS, PERFORMANCE, MEASUREMENT AND MONITORING

The City Manager imparts to the departments at the beginning of the budget cycle the tone and the focus of the overall Budget. This information is based on revenue estimates and guidance from City Council on staffing changes, controlling costs, and maintaining tax rates.

During the fall of every year, each department develops individually their overall goals and objectives to be attained during the coming year. The aforementioned provides the basic operating direction for each department. This information is presented within each department's budget.

The Budget document is striving to provide information regarding performance or the measurement of performance per department. However, departmental objectives are usually monitored by the City Manager through frequent meetings with the department head. In addition, each department establishes efficiency and effectiveness measures in regards to their operations.

Budgetary control is maintained on a line-item basis. The Budget is monitored by the issuance of Monthly Management Reports. These reports indicate actual financial results compared to Budget and are reviewed thoroughly by the Finance Department. These reports are forwarded to City Departments and the City Manager for their analysis and management.

Purchases of goods and services must be accomplished by the use of a formal purchase order. Funds are encumbered based on purchase orders to ensure that an over-spent condition does not exist per Budget line item.

CAPITAL IMPROVEMENTS PROGRAM

The most recent Capital Improvements Plan (CIP) was adopted on May 14, 2007, and covers FY 2008 through FY 2012. The CIP is a planning and budgeting tool that identifies the necessary capital projects for the City of Poquoson over the five-year period. The plan is reviewed and updated annually. Early in the budget process, the plan is reviewed by the Poquoson Planning Commission. Once the CIP is adopted by the Planning Commission, the document then goes to City Council for approval. Projects in the CIP are incorporated in the Annual Financial Plan to the extent funds are available.

Funds are not actually allocated to these future projects until they are approved in the Annual Financial Plan during the year in which they are to be constructed or purchased. Generally, the basis for the CIP can be found in the Comprehensive Plan. The Comprehensive Plan attempts to address how Poquoson will sustain itself at the beginning of the 21st century. It provides strategies for preserving property rights and developing land use policies, providing governmental services and facilities, encouraging economic development, and transportation needs of the City. The CIP in combination with the Comprehensive Plan should assist with determining and balancing long-term needs, setting priorities, and anticipating capital problems before they become critical.

FY 2008 BUDGET CALENDAR

DECEMBER 2006

11	Monday	Pre-Budget City Council Directives work session.
11	Monday	Budget letter request mailed to Outside Agencies.
11	Monday	Budget preparation instructions distributed to Department Heads Including FY 2005 and FY 2006 Actual Expenses, FY 2007 Revised Budget and FY 2008 Request Departmental Budgets.

JANUARY 2007

11	Thursday	Advertise Pre-Budget Public Hearing on January 22, 2007.
22	Monday	Pre-Budget Public Hearing at City Council Meeting.
22	Monday	FY 2008 Departmental Expenditure Budget Requests due to Finance.
22	Monday	Outside Agency budget requests due.
23	Tuesday	Finance begins review of Departmental Budget Requests. Budgets sent to City Manager as review is completed.
30	Tuesday	Departmental Budget hearings with City Manager and Finance Director begins.

FEBRUARY 2007

12	Monday	Joint School Board and City Council work session prior to City Council meeting at 6:00 p.m.
26	Monday	Presentation of FY 2007 Estimated and FY 2008 Projected Revenue at the City Council Meeting.

MARCH 2007

26	Monday	School Board Budget Request due.
30	Friday	Final adjustments by Finance Department and City Manager to FY 2008 Proposed Revenue and Expenditures.

FY 2008 BUDGET CALENDAR

APRIL 2007

2	Monday	Final Proposed Budget prepared with narratives and City Manager's budget message.
9	Monday	Proposed Budget distributed to City Council Members.
9	Monday	Publish notice of April 23, 2007 Public Hearing, May 14, 2007 Work Session and proposed tax real estate and personal property tax rates and fees.
23	Monday	Public Hearing on Budget at City Council Meeting. Presentation to City Council and public of proposed real estate and personal property tax rate.

MAY 2007

14	Monday	Joint School Board and City Council work session prior to City Council meeting at 6:00 p.m.
14	Monday	Date FY 2008 Budget was adopted.

SUMMARY OF TAX RATES AND FEES

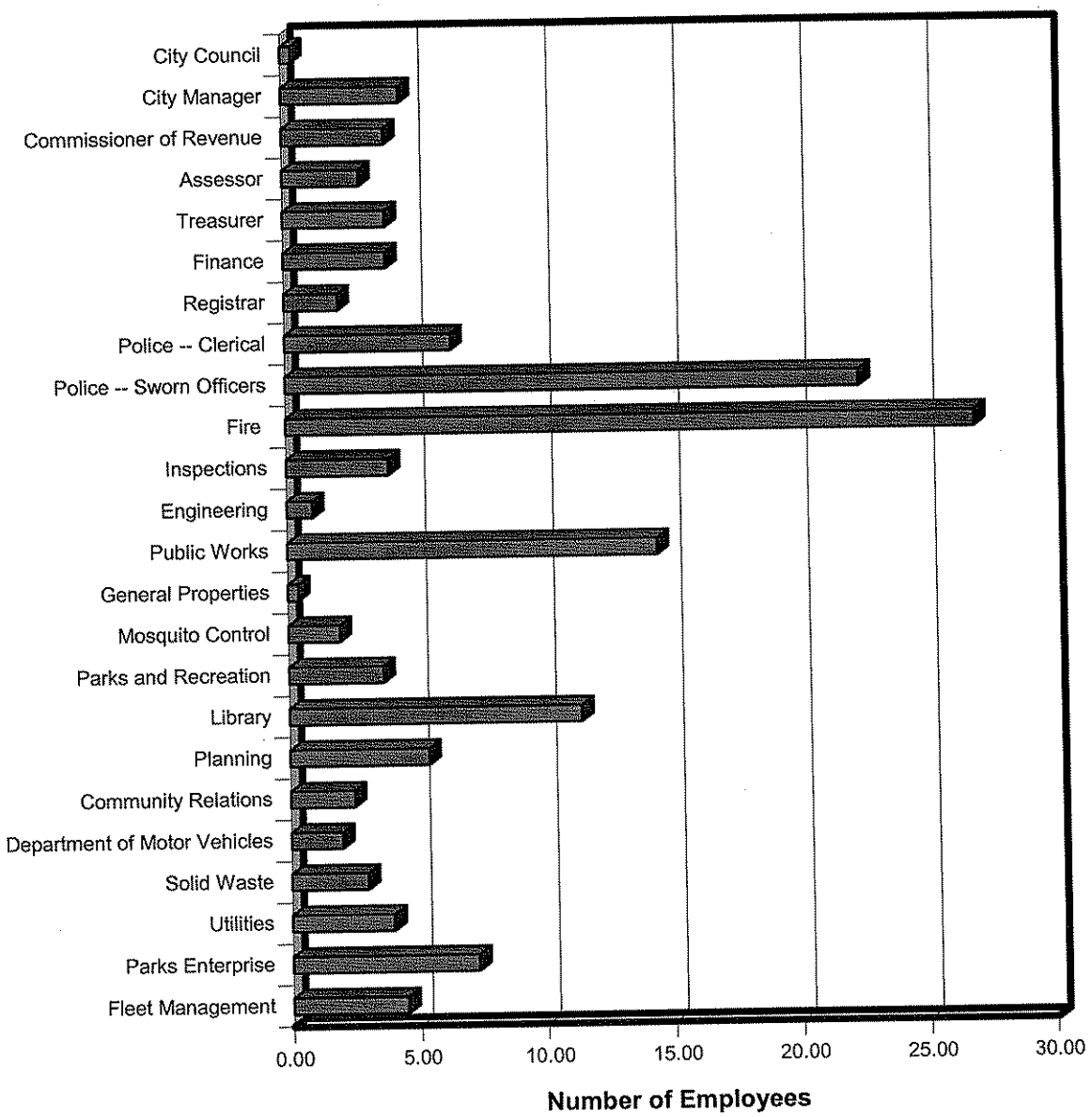
	FY 2005 Approved	FY 2006 Approved	FY 2007 Approved	FY 2008 Approved
General Fund Taxes and Fees				
Real Estate Tax	$1.06/$100 AV	$1.06/$100 AV	$0.81/$100 AV	$0.81/$100 AV
Public Service Corporation	$1.06/$100 AV	$1.06/$100 AV	$0.81/$100 AV	$0.81/$100 AV
Personal Property Tax				
Automobiles	$3.85/$100 AV	$3.85/$100 AV	$4.15/$100 AV	$4.15/$100 AV
Boats	$1.50/$100 AV	$1.50/$100 AV	$1.50/$100 AV	$1.50/$100 AV
Recreation Vehicles	$1.50/$100 AV	$1.50/$100 AV	$1.50/$100 AV	$1.50/$100 AV
Mobile Homes	$1.12/$100 AV 1st Half	$1.06/$100 AV 1st Half	$1.06/$100 AV 1st Half	$0.81/$100 AV 1st Half
Mobile Homes	$1.06/$100 AV 2nd Half	$1.06/$100 AV 2nd Half	$0.81/$100 AV 2nd Half	$0.81/$100 AV 2nd Half
Meals Tax (food and beverage)	5.5%	5.5%	5.5%	5.5%
Cigarette Tax	$.10 per pack	$.10 per pack	$.10 per pack	$.10 per pack
Consumer Utility Tax				
Commercial	10% on 1st $100 SC	10% on 1st $100 SC	10% on 1st $100 SC	**$10**
Residential	20% of 1st $15 SC	20% of 1st $15 SC	20% of 1st $15 SC	**$3**
E-911 Telephone Tax	$2.50 per line/month	$2.50 per line/month	$2.50 per line/month	**$0**
Cable Franchise Tax	5% of gross receipts	5% of gross receipts	5% of gross receipts	**$0**
Motor Vehicle License Tax				
Motorcycles	$15 per motorcycle	$15 per motorcycle	$0 per motorcycle	$0 per motorcycle
Cars	$25 per car	$25 per car	$0 per car	$0 per car
Solid Waste Fund Fees				
Bag Fees	$1.75 per bag	$1.75 per bag	$1.75 per bag	$1.75 per bag
Container/Cart--monthly fee	**n/a**	**n/a**	**n/a**	**Fee based on Size**
Landscaping Debris Charges	$12 per pickup	$12 per pickup	$12 per pickup	$12 per pickup
Utilities Fund Fees				
Sewer Service Fees				
Commercial	$69 quarter plus $1.25/hcf	$50 bi-monthly plus $1.25/hcf	$50 bi-monthly plus $1.25/hcf	$50 bi-monthly **plus $1.75/hcf**
Residential	$69 per quarter	$50 bi-monthly	$50 bi-monthly	$50 bi-monthly
Sewer Availability Fees	$6,000 per vacant lot	$6,000 per vacant lot	$6,000 per vacant lot	$6,000 per vacant lot

AV = Assessed Valuation
SC = Service Charge
hcf = 100 cubic feet

PERSONNEL POSITIONS

Departments and Funds	FY 2005 Authorized FTE	FY 2006 Authorized FTE	FY 2007 Authorized FTE	FY 2008 Authorized FTE
City Council	0.40	0.40	0.40	0.40
City Manager	3.60	4.20	4.80	4.80
Commissioner of the Revenue	4.00	4.00	4.00	4.00
Assessor	2.00	2.00	3.00	3.00
Treasurer	4.00	4.00	4.00	4.00
Finance	3.50	4.00	4.00	4.00
Registrar	2.10	2.10	2.10	2.10
Police -- Sworn Officers	20.50	22.50	22.50	22.50
Police -- Clerical	6.50	6.50	6.50	6.50
Fire	27.00	27.00	29.00	30.00
Inspections	3.10	4.00	4.00	4.00
Engineering	2.85	1.00	1.00	1.00
Public Works	14.50	14.50	14.50	15.00
General Properties	0.00	0.00	0.40	1.00
Mosquito Control	2.00	2.00	2.00	2.00
Parks and Recreation	3.50	3.20	3.70	3.70
Library	10.45	11.45	11.45	11.95
Planning	3.60	5.45	5.45	5.45
Community Relations	2.00	2.00	2.50	2.50
Department of Motor Vehicles	2.00	2.00	2.00	2.00
Total General Fund	117.60	122.30	127.30	129.90
Solid Waste	3.00	3.00	3.00	2.50
Utilities	4.00	4.00	4.00	4.00
Parks and Recreation Enterprise	8.00	10.50	7.30	7.30
Fleet Management	4.60	4.60	4.50	4.50
Total Departments and Funds	**137.20**	**144.40**	**146.10**	**148.20**

PERSONNEL POSITIONS IN FY 2008



SUMMARY OF REVENUES AND TRANSFERS IN BY FUND

Fund	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2007 Estimated Budget	FY 2008 Adopted Budget
General Fund	$ 19,788,810	$ 20,787,379	$ 22,322,592	$ 22,626,655	**$ 23,485,685**
Debt Service	1,565,026	1,601,475	2,427,570	2,427,570	**2,608,223**
Capital Projects	2,400,576	16,386,576	23,333,749	9,386,013	**489,690**
Special Revenue	101,286	126,489	2,952,206	537,529	**2,526,361**
Solid Waste Enterprise	522,552	554,265	544,600	394,600	**1,026,920**
Utilities Enterprise	2,693,412	2,455,970	2,452,390	2,452,390	**2,449,110**
Parks and Recreation Enterprise	562,383	643,532	452,060	405,540	**464,860**
Fleet Management Internal Service	584,827	631,712	740,420	747,250	**781,430**
TOTAL REVENUE AND TRANSFERS	28,218,872	43,187,398	55,225,587	38,977,547	**33,832,279**
Less: Interfund Transfers	3,011,030	2,323,748	2,944,955	3,016,651	**2,946,926**
TOTAL REVENUE	**$ 25,207,842**	**$ 40,863,650**	**$ 52,280,632**	**$ 35,960,896**	**$ 30,885,353**

SUMMARY OF EXPENDITURES AND TRANSFERS OUT BY FUND

Fund	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2007 Estimated Budget	FY 2008 Adopted Budget
General Fund	$ 19,094,177	$ 20,947,271	$ 22,322,592	$ 22,322,592	**$ 23,485,685**
Debt Service	1,565,026	1,521,475	2,124,939	2,124,939	**2,608,223**
Capital Projects	2,338,525	2,447,596	15,964,860	4,707,089	**489,690**
Special Revenue	49,231	252,113	2,952,206	463,960	**2,526,361**
Solid Waste Enterprise	475,269	528,325	544,600	544,600	**1,026,920**
Utilities Enterprise	2,382,693	2,413,681	2,452,390	2,452,390	**2,449,110**
Parks and Recreation Enterprise	545,799	587,701	452,060	452,060	**464,860**
Fleet Management Internal Service	562,568	617,276	740,420	740,420	**781,430**
TOTAL EXPENDITURES AND TRANSFERS	27,013,288	29,315,438	47,554,067	33,808,050	**33,832,279**
Less: Interfund Transfers	2,290,576	3,134,362	2,912,175	2,912,175	**2,946,926**
TOTAL EXPENDITURES	**$ 24,722,712**	**$ 26,181,076**	**$ 44,641,892**	**$ 30,895,875**	**$ 30,885,353**

SUMMARY OF REVENUES AND EXPENDITURES BY CATEGORY

General Fund

Revenues		Expenditures	
General Property Taxes	$ 15,682,000	Personal Services	$ 5,986,039
Other Local Taxes	2,426,000	Employee Benefits	2,389,713
Permits Licenses & Fees	143,700	Purchased Services	583,065
Fines & Forfeitures	38,800	Internal Services	363,075
Use of Money & Property	205,600	Other Charges	1,500,368
Charges for Services	43,000	Contributions to Agencies	150,751
Miscellaneous Revenue	3,200	Materials & Supplies	164,980
State Non-Categorical Aid	2,020,390	Payment to Joint Operations	559,219
State Categorical Aid	264,518	Capital Outlay	447,549
State Other Categorical Aid	1,537,460	Transfer to Debt Service Fund	2,481,810
Federal Revenue	52,600	Transfer to Special Revenue Fund	76,686
Transfer from Capital Projects Fund	97,690	Transfer to Solid Waste	257,420
Transfer from Sewer Fund	130,000	Transfer to Parks & Recreation	131,010
Transfer from School Board	325,828	IDA Contribution	120,000
Transfer from Unappropriated Fund Balance	514,899	School Contribution	8,274,000
Total	**$ 23,485,685**	**Total**	**$ 23,485,685**

Debt Service Fund

Transfer from General Fund	$ 2,481,810	School Debt Service	$ 1,720,256
Use of Reserve	126,413	City Debt Service	887,967
Total	**$ 2,608,223**	**Total**	**$ 2,608,223**

Capital Projects Fund

State Categorical Aid	$ 392,000	City Capital Outlay	$ 392,000
Interest Proceeds	97,690	Transfer to General Fund	97,690
Total	**$ 489,690**	**Total**	**$ 489,690**

Special Revenue Fund

State Revenue	$ 310,352	HMGP Grant	$ 1,533,761
Federal Revenue	2,139,323	CDBG Elevation Grant	992,600
Transfer from General Fund	76,686		
Total	**$ 2,526,361**	**Total**	**$ 2,526,361**

SUMMARY OF REVENUES AND EXPENDITURES BY CATEGORY

Solid Waste Fund

Revenues		Expenditures	
Charges for Services - Solid Waste Fees	$ 560,000	Personal Services	$ 70,409
Charges for Services - Other	9,500	Employee Benefits	36,801
Transfer from General Fund	257,420	Purchased Services	389,100
Transfer from Unrestricted Net Assets	200,000	Internal Services	48,580
		Other Charges	11,930
		Materials & Supplies	209,000
		Payment to Joint Operations	222,740
		Depreciation	38,060
		Capital Outlay	300
Total	**$ 1,026,920**	**Total**	**$ 1,026,920**

Utilities Fund

Charges for Services - Sewer Service Fees	$ 1,462,210	Personal Services	$ 183,600
Sewer Availability Fees	300,000	Employee Benefits	70,830
Notes Receivable Principal & Interest	500	Purchased Services	44,300
Miscellaneous Revenue	300	Internal Services	26,725
Late Payment Fees	15,000	Other Charges	90,920
Interest Income	15,000	Materials & Supplies	8,800
Transfer from Unrestricted Net Assets	656,100	Depreciation & Amortization	620,515
		Debt Service	1,225,040
		Transfer to General Fund	130,000
		Capital Outlay	48,380
Total	**$ 2,449,110**	**Total**	**$ 2,449,110**

Parks & Recreation Fund

Charges for Services - Field	$ 102,800	Personal Services	$ 151,836
Charges for Services - Pool	90,250	Employee Benefits	41,124
Charges for Services - Special Events	140,800	Purchased Services	189,660
Transfer from General Fund	131,010	Other Charges	36,350
		Materials & Supplies	28,100
		Depreciation	16,190
		Capital Outlay	1,600
Total	**$ 464,860**	**Total**	**$ 464,860**

Fleet Fund

Internal Service Revenue - City	$ 455,565	Personal Services	$ 200,813
Internal Service Revenue - Schools	325,865	Employee Benefits	83,437
		Purchased Services	6,100
		Internal Services	1,600
		Other Charges	12,820
		Materials & Supplies	467,660
		Capital Outlay	9,000
Total	**$ 781,430**	**Total**	**$ 781,430**

SUMMARY OF FUND BALANCE OR NET ASSETS/(LIABILITY) BY FUND

	General Fund	Debt Service	Capital Projects Fund	Special Revenue Fund	Solid Waste Fund	Utilities Fund	Parks & Recreation Fund	Fleet Management Fund	Total Of All Funds
Beginning Fund Balance - 7/1/2004	4,141,130	-	1,024,626	-	585,554	6,118,851	59,328	69,709	**11,999,198**
Actual FY 2005 Revenues	19,788,810	1,565,026	2,400,576	101,286	522,552	1,882,394	562,383	584,827	**27,407,854**
Actual FY 2005 Expenditures	(19,094,177)	(1,565,026)	(2,338,525)	(49,231)	(475,269)	(1,690,870)	(545,799)	(562,568)	**(26,321,465)**
Ending Fund Balance - 6/30/2005	**$ 4,835,763**	**$ -**	**$ 1,086,677**	**$ 52,055**	**$ 632,837**	**$ 6,310,375**	**$ 75,912**	**$ 91,968**	**$ 13,085,587**
Beginning Fund Balance - 7/1/2005	4,835,763	-	1,086,677	52,055	632,837	6,310,375	75,912	91,968	**13,085,587**
Actual FY 2006 Revenues	20,787,379	1,601,475	16,386,576	126,489	554,265	1,796,775	643,532	631,712	**42,528,203**
Actual FY 2006 Expenditures	(20,947,271)	(1,521,475)	(2,447,596)	(252,113)	(528,325)	(1,704,446)	(587,701)	(617,276)	**(28,606,203)**
Ending Fund Balance - 6/30/2006	**$ 4,675,871**	**$ 80,000**	**$ 15,025,657**	**$ (73,569)**	**$ 658,777**	**$ 6,402,704**	**$ 131,743**	**$ 106,404**	**$ 27,007,587**
Beginning Fund Balance - 7/1/2006	4,675,871	80,000	15,025,657	(73,569)	658,777	6,402,704	131,743	106,404	**27,007,587**
Estimated FY 2007 Revenues	22,626,655	2,427,570	9,386,013	537,529	394,600	2,452,390	405,540	747,250	**38,977,547**
Estimated FY 2007 Expenditures	(22,322,592)	(2,124,939)	(4,707,089)	(463,960)	(544,600)	(2,452,390)	(452,060)	(740,420)	**(33,808,050)**
Projected Fund Balance - 6/30/2007	**$ 4,979,934**	**$ 382,631**	**$ 19,704,581**	**$ -**	**$ 508,777**	**$ 6,402,704**	**$ 85,223**	**$ 113,234**	**$ 32,177,084**
Beginning Fund Balance - 7/1/2007	4,979,934	382,631	19,704,581	-	508,777	6,402,704	85,223	113,234	**32,177,084**
Estimated FY 2008 Revenues	22,970,786	2,481,810	489,690	2,526,361	826,920	2,449,110	464,860	781,430	**32,990,967**
Estimated FY 2008 Expenditures	(23,485,685)	(2,608,223)	(18,969,631)	(2,526,361)	(1,026,920)	(2,449,110)	(464,860)	(781,430)	**(52,312,220)**
Projected Fund Balance - 6/30/2008	**$ 4,465,035**	**$ 256,218**	**$ 1,224,640**	**$ -**	**$ 308,777**	**$ 6,402,704**	**$ 85,223**	**$ 113,234**	**$ 12,855,831**

GENERAL FUND - SUMMARY

General Fund Description

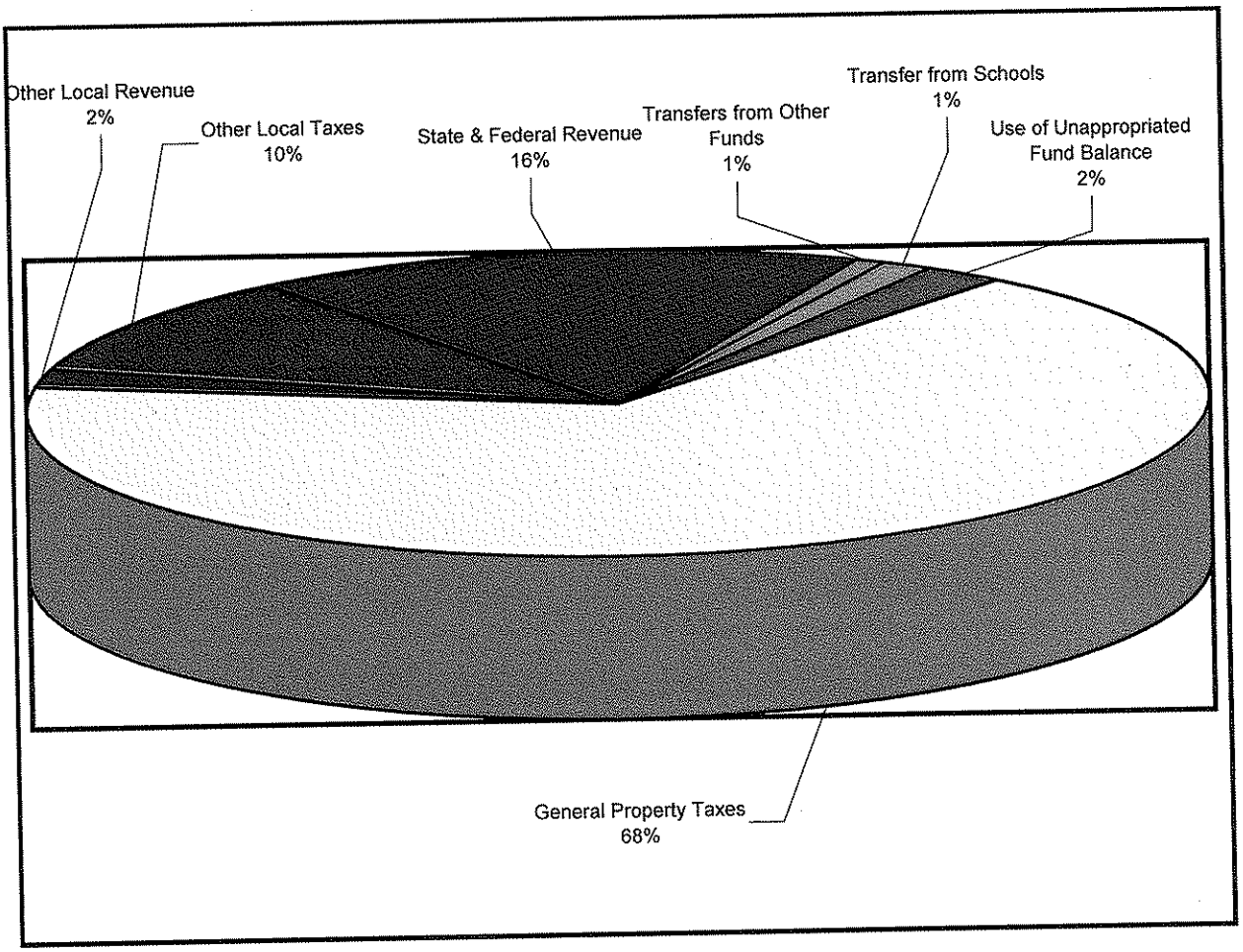
The General Fund accounts for all revenues and expenditures applicable to the general operations of the City which are not accounted for in other funds. Principal sources of revenue are property taxes and other local taxes, licenses and permit fees, and intergovernmental revenues. A significant part of the General Fund's revenues is transferred to the School Board (the component unit) to fund the operation of the City's school system. Primary expenditures are for public safety, public works, health and welfare, parks, recreation and cultural, and the general administration of the City.

General Fund Projection of Fund Balance

Beginning Fund Balance - 6/30/2004		$ 4,141,130
Actual FY 2005 Revenues	$ 19,788,810	
Actual FY 2005 Expenditures	(19,094,177)	694,633
Fund Balance - 6/30/2005		$ 4,835,763
Actual FY 2006 Revenues	$ 20,787,379	
Actual FY 2006 Expenditures	(20,947,271)	(159,892)
Fund Balance - 6/30/2006		$ 4,675,871
Estimated FY 2007 Revenues	$ 22,626,655	
Estimated FY 2007 Expenditures	(22,322,592)	304,063
Projected Fund Balance - 6/30/2007		$ 4,979,934
Estimated FY 2008 Revenues	$ 22,970,786	
Estimated FY 2008 Expenditures	(23,485,685)	(514,899)
Projected Fund Balance - 6/30/2008		**$ 4,465,035**

GENERAL FUND - SUMMARY

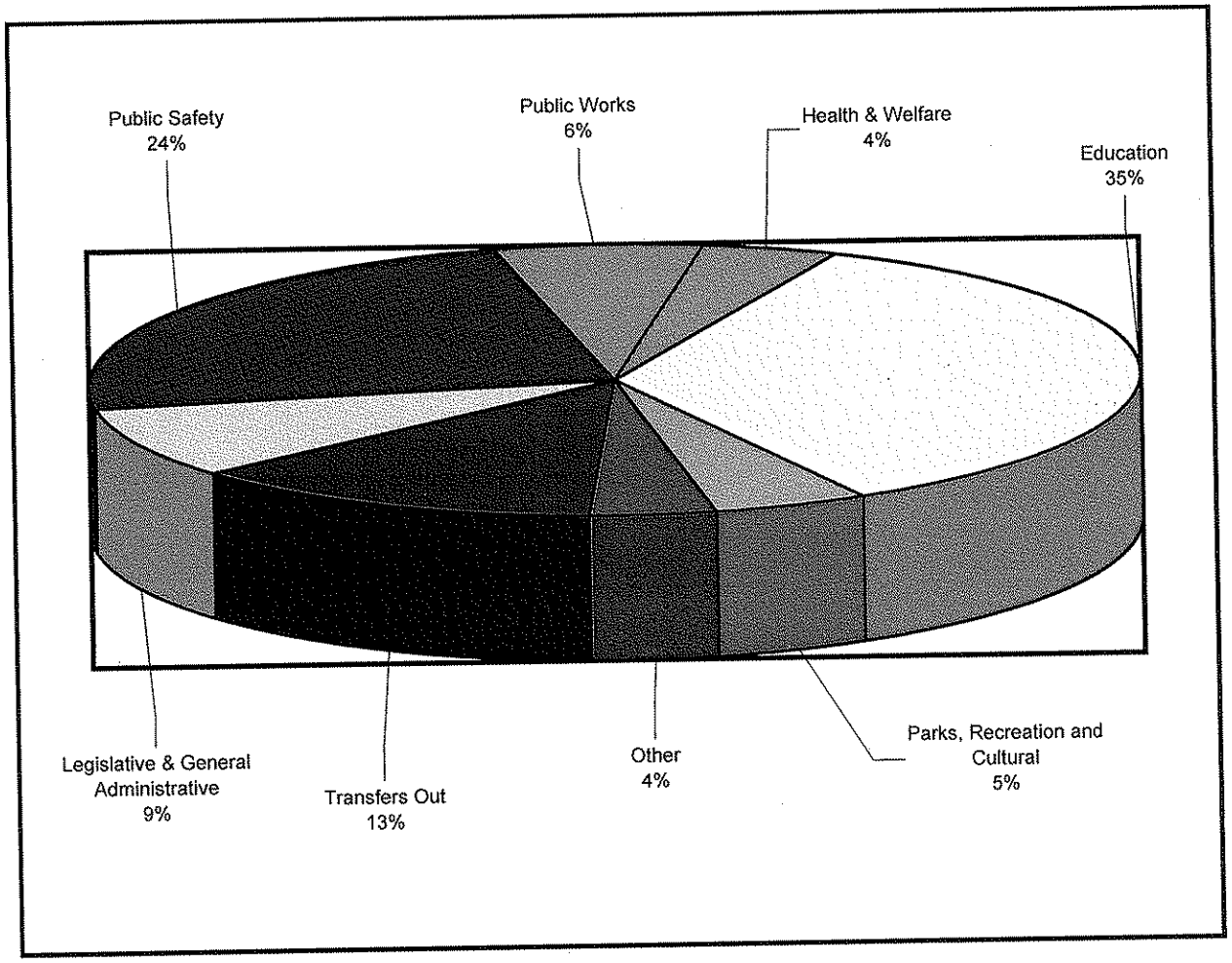
General Fund Revenue



General Fund Revenue	Estimated FY 2007	FY 2008
General Property Taxes	$ 15,310,000	**$ 15,682,000**
Other Local Revenue	518,850	**434,300**
Other Local Taxes	2,432,560	**2,426,000**
State & Federal Revenue	3,898,855	**3,874,968**
Transfers from Other Funds	130,000	**227,690**
Transfer from Schools	336,390	**325,828**
Use of Unappropriated Fund Balance	498,614	**514,899**
TOTAL	**$ 23,125,269**	**$ 23,485,685**

GENERAL FUND - SUMMARY

General Fund Expenditures



General Fund Expenditures	Estimated FY 2007	FY 2008
Legislative & General Administrative	$ 1,992,408	$ 2,048,723
Public Safety	5,351,866	5,589,987
Public Works	1,310,640	1,508,068
Health & Welfare	910,951	992,239
Education	7,880,000	8,274,000
Parks, Recreation and Cultural	1,001,951	1,063,700
Other	840,931	942,042
Transfers Out	3,033,845	3,066,926
TOTAL	**$ 22,322,592**	**$ 23,485,685**

GENERAL FUND REVENUE SUMMARY

General Fund Revenues Summary

Account Title	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2007 Estimated Budget	FY 2008 Adopted Budget	$ Change From 2007 Budget	% Change From 2007 Budget
LOCAL REVENUE:							
GENERAL PROPERTY TAXES							
Real Estate-Current Tax	$ 10,451,062	$ 10,775,062	$ 12,403,000	$ 12,947,000	**$ 13,088,000**	$ 685,000	5.5%
Delinquent Real Estate Taxes	122,036	62,405	125,000	90,000	**90,000**	(35,000)	-28.0%
Public Service Corp.	105,318	137,444	96,000	96,000	**96,000**	-	0.0%
Personal Property-Current Tax	1,672,899	1,885,024	2,070,000	2,070,000	**2,299,000**	229,000	11.1%
Delinquent Personal Property Taxes	9,625	3,222	5,000	5,000	**5,000**	-	0.0%
Penalties and Interest	127,513	149,801	82,000	102,000	**104,000**	22,000	26.8%
TOTAL GENERAL PROPERTY TAXES	12,488,453	13,012,958	14,781,000	15,310,000	**15,682,000**	901,000	6.1%
OTHER LOCAL TAXES							
Local Sales Tax	446,435	458,238	449,000	449,000	**455,000**	6,000	1.3%
Communications Sales & Use Tax	-	-	228,000	228,000	**445,000**	217,000	95.2%
Meals Tax	443,314	453,091	435,000	435,000	**450,000**	15,000	3.4%
Consumer Utility Tax	447,622	440,102	366,000	366,000	**275,000**	(91,000)	-24.9%
Consumption Tax	38,009	38,275	36,000	36,000	**38,000**	2,000	5.6%
E-911 Telephone Tax	146,216	151,531	73,000	74,000	**-**	(73,000)	-100.0%
Business License Tax	339,675	388,663	350,000	395,000	**360,000**	10,000	2.9%
Cable Franchise Tax	115,874	127,428	55,000	68,000	**-**	(55,000)	-100.0%
Motor Vehicle License Fee	296,574	306,684	-	12,060	**-**	n/a	n/a
Cigarette Tax	94,467	73,548	102,000	100,000	**90,000**	(12,000)	-11.8%
Other Local Taxes	267,536	355,032	231,000	269,500	**313,000**	82,000	35.5%
TOTAL OTHER LOCAL TAXES	2,635,722	2,792,592	2,325,000	2,432,560	**2,426,000**	101,000	4.3%
TOTAL PERMITS, LICENSES & FEES	172,455	173,401	135,000	135,000	**143,700**	8,700	6.4%
TOTAL FINES & FORFEITURES	30,583	37,283	28,000	28,000	**38,800**	10,800	38.6%
USE OF MONEY & PROPERTY							
Interest on Investments	119,801	96,700	70,000	160,000	**120,000**	50,000	71.4%
Rental of Property	82,747	87,977	84,700	91,700	**85,600**	900	1.1%
TOTAL USE OF MONEY & PROPERTY	202,548	184,677	154,700	251,700	**205,600**	50,900	32.9%
TOTAL CHARGES FOR SERVICES	30,318	29,694	31,490	31,490	**43,000**	11,510	36.6%
TOTAL MISCELLANEOUS REVENUE	60,180	36,187	62,373	72,660	**3,200**	(59,173)	-94.9%
TOTAL LOCAL REVENUE	$ 15,620,259	$ 16,266,792	$ 17,517,563	$ 18,261,410	**$ 18,542,300**	$ 1,024,737	5.8%

GENERAL FUND REVENUE SUMMARY

General Fund Revenues Summary

Account Title	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2007 Estimated Budget	FY 2008 Adopted Budget	$ Change From 2007 Budget	% Change From 2007 Budget
STATE REVENUE:							
NON-CATEGORICAL AID							
PPTRA AID	$ 1,809,159	$ 2,018,257	$ 1,923,430	$ 1,923,430	**$ 1,923,430**	$ -	0.0%
DMV Reimbursement	77,646	80,947	80,000	80,000	**80,000**	-	0.0%
OTHER AID	20,888	17,450	16,960	16,960	**16,960**	-	0.0%
TOTAL NON-CATEGORICAL AID	1,907,693	2,116,654	2,020,390	2,020,390	**2,020,390**	-	0.0%
CATEGORICAL AID							
TOTAL SHARED EXPENSES	210,149	223,603	253,299	253,299	**264,518**	11,219	4.4%
OTHER CATEGORICAL AID:							
State 599 Funds (Police)	270,848	291,856	303,400	291,860	**291,860**	(11,540)	-3.8%
Street & Highway Maintenance	618,000	630,000	655,000	700,000	**727,000**	72,000	11.0%
Library Aid	103,226	113,797	130,119	130,119	**138,600**	8,481	6.5%
Juvenile Crime	14,388	-	14,380	-	**-**	(14,380)	-100.0%
Comprehensive Services Act	285,033	256,983	297,000	297,000	**288,500**	(8,500)	-2.9%
Police Grants	2,319	10,500	672	672	**-**	(672)	-100.0%
Fire and EMS Grants	52,989	37,705	23,500	39,950	**39,500**	16,000	68.1%
Wireless E911 PSAP	37,373	47,115	45,000	45,000	**46,000**	1,000	2.2%
State Matching FEMA Grant	16,738	-	-	-	**-**	n/a	n/a
Other State Revenue	4,375	6,568	6,600	6,600	**6,000**	(600)	-9.1%
TOTAL OTHER CATEGORICAL AID	1,405,289	1,394,524	1,475,671	1,511,201	**1,537,460**	61,789	4.2%
TOTAL CATEGORICAL AID	1,615,438	1,618,127	1,728,970	1,764,500	**1,801,978**	73,008	4.2%
TOTAL STATE REVENUE	3,523,131	3,734,781	3,749,360	3,784,890	**3,822,368**	73,008	1.9%
FEDERAL REVENUE:							
COPS Fast Grant	7,233	24,357	-	-	**-**	n/a	n/a
Police Grants	38,286	260,486	78,000	78,000	**47,500**	(30,500)	-39.1%
Plum Tree Island Refuge	4,513	5,097	5,100	5,100	**5,100**	-	0.0%
FEMA Public Assistance Grant	3,370	-	-	23,330	**-**	n/a	n/a
Other Federal Revenue	2,018	3,721	7,565	7,535	**-**	(7,565)	-100.0%
TOTAL FEDERAL REVENUE	55,420	293,661	90,665	113,965	**52,600**	(38,065)	-42.0%
TOTAL GENERAL FUND REVENUE	19,198,810	20,295,234	21,357,588	22,160,265	**22,417,268**	1,059,680	5.0%
TRANSFERS IN:							
Transfer from Sewer Fund	153,000	150,000	130,000	130,000	**130,000**	-	0.0%
Transfer from Capital Projects Fund	-	-	-	-	**97,690**	97,690	n/a
Transfer from School Board	437,000	342,144	336,390	336,390	**325,828**	(10,562)	-3.1%
Transfer from Unapprop. Fund Bal.	-	-	498,614	498,614	**514,899**	16,285	3.3%
TOTAL TRANSFERS IN	590,000	492,144	965,004	965,004	**1,068,417**	103,413	10.7%
TOTAL REVENUE & TRANSFERS IN	**$ 19,788,810**	**$ 20,787,379**	**$ 22,322,592**	**$ 23,125,269**	**$ 23,485,685**	**$ 1,163,093**	**5.2%**

REVENUE DETAIL

LOCAL REVENUE

General Property taxes account for 85% of locally generated revenues. Included in this category are levies made on real and personal property of City residents and businesses.

REAL ESTATE TAX:

Real estate property tax on residential, business land and buildings in the City was adopted at a rate of $0.81 per $100 of assessed value. However, the rate was proposed at $.83, a 2-cent or 2.5% increase from the FY 2007 rate of $.81 per $100 of assessed value. Each cent of tax brings approximately $161,000 of revenue to the City.

The tax rate is applied to the assessed value of individual property, as determined by the Real Estate Assessor during the biennial assessment. The Commonwealth of Virginia requires localities to assess real property at 100% of fair market value. FY 2008 is not a reassessment year. The only increase in the value of real estate reflects change for growth of new construction of residential and commercial properties. The City will begin annual assessments for the FY 2009 budget year.

Residential growth projections in FY 2008 are based on fifty new houses, estimated value of $350,000 each to be built throughout the year, and other residential improvements. This will bring approximately $66,800 additional tax revenue during FY 2008.

FY 2008 will also have the full year of benefit of growth incurred in FY 2007. In FY 2007, those value changes were prorated based upon the time period placed in service.

FY 2007 Real Estate Revised Budget Estimate	$12,947,000
FY 2007 Residential growth full year benefit	74,200
FY 2008 Residential growth $19,000,000 on new assessments of 50 new homes at $350,000 each and other residential improvements	66,800
FY 2008 Real Estate Budget	$13,088,000

Real estate taxes are due on December 5th and June 5th. A penalty of $10 or 10%, whichever is greater, is assessed on past due balances. In addition, interest of 10% per annum is assessed on unpaid balances beginning in the month following the month in which the tax is due.

PUBLIC SERVICE CORPORATION TAXES:

The State Corporation Commission assesses a tax on the value of the real estate and personal property of all public service corporations; such as, Dominion Virginia Power, Virginia Natural Gas, Verizon and Cox Communications. The Commissioner of the Revenue certifies the levy as submitted by the State Corporation Commission.

Public service corporations are taxed at the same rate as real estate. The State Corporation Commission assesses public service corporations and we are estimating that assessments will be $11,950,000 in FY 2008, which is the same as the previous year. Revenues will remain level based on the adopted $.81 real estate tax rate.

REVENUE DETAIL

PERSONAL PROPERTY TAX:

The City imposes a tax on tangible personal property of businesses and individuals, including motor vehicles, business equipment, boats, recreational vehicles (RV's), and trailers.

The City uses the NADA loan value to determine the assessment of automobiles and recreational vehicles. In the Adopted FY 2008 budget, the tax rate for automobiles is based on a $4.15 tax rate per $100 of assessed value; for boats and recreational vehicles a $1.50 tax rate per $100 of assessed value. Mobile homes are assessed as personal property on a calendar year basis, and taxed at the adopted real estate rate of $0.81 per $100 of assessed value. The low value in the ABOS book is used to determine the assessment for boats.

The FY 2008 personal property tax revenue is $4,222,430 a $229,000 increase over the FY 2007 budget. There are higher assessments of personal property due to the increased costs of vehicles. The personal property tax rate was increased to $4.15 per $100 of assessed value to offset the elimination of the City's motor vehicle decal fee in FY 2007. This fee will be discussed further on page 16.

Personal property taxes are due on December 5th and June 5th. A penalty of $10 or 10%, whichever is greater, is assessed on past due balances. Interest at the rate of 10% per annum accrues on all delinquent taxes on the first day following the due date on which such taxes become delinquent.

The Personal Property Tax Relief Act of 1998 (PPTRA) established a statewide program by which the Commonwealth of Virginia was to provide relief for owners of personal use motor vehicles from personal property taxation. Due to soaring costs associated with PPTRA, the 2004 and 2005 General Assemblies made significant changes to PPTRA. The changes include converting the program from an entitlement program to a block grant formula that caps statewide relief to local governments at $950 million annually. The cap for Poquoson as identified by the State Auditor of Public Accounts for Personal Property Tax Relief is $1,923,430.

In 2006, the City adopted the "specific relief" method of computing and reflecting tax relief. The "specific relief" method allows a set single tax rate and applies tax relief at a specific percentage to each qualifying vehicle. One hundred percent of the personal property tax will continue to qualify for tax relief for qualifying personal use vehicles used for non-business purposes with a value of one thousand dollars ($1,000) or less. Tax relief percentage will be at 55% for calendar year 2007.

Since not all personal property is affected by PPTRA, the City has estimated that citizens and businesses will pay 54.4% of personal property tax in FY 2008. The break out between local taxes and state aid is as follows for FY 2008 Personal Property tax revenue.

Local Taxes = 54.4%	State Aid = 45.6%	Total
$ 2,299,000	$ 1,923,430	$ 4,222,430

LOCAL SALES TAX:

Virginia State Sales Tax rate increased from 4.5% to 5.0% on July 1, 2004. The State returns to the City 1% of the sales tax collected within the City of Poquoson. In FY 2008, it is expected to have a small increase of 1.4% or $6,000 over FY 2007. This projection is based on commercial retail sales in the City.

MEALS TAX:

A 5.5% tax has been imposed on all prepared food and beverages sold in the City since FY 2002. In FY 2008, it will increase by 3.5% over FY 2007 estimate based on growth.

REVENUE DETAIL

COMMUNICATIONS SALES & USE TAX:

The 2006 Virginia General Assembly completed a major restructuring of telecommunication taxes. Effective January 1, 2007, a statewide Communications Sales and Use Tax applies to retail communication and video services. The tax rate is 5% on local exchange telephone service, paging, inter-exchange (interstate and intrastate), cable and satellite television, wireless and Voice over the Internet (VoIP).

This new tax replaces the local consumer utility tax the City collected from both residential and commercial customers of telephone companies. The local E-911 tax has also been replaced with a $0.75 "E-911 tax" applied to each local landline and a $0.75 "State E-911 fee" to be applied to each wireless number. The Cable Franchise Fee has also been replaced by the Communications Sales Tax. The tax will be collected by the companies and paid to the State, which will administer distribution of the tax revenue. The redistribution of taxes is intended to be revenue neutral to the City.

CONSUMER UTILITY TAX:

The City collects a tax based upon consumption on residential and commercial users of the service provided by Dominion Virginia Power and Virginia Natural Gas. The monthly charge for residential and commercial users shall not exceed $3 and $10 respectively. In FY 2007, the City's consumer utility tax on residential and commercial customers of telephone companies was replaced with the new communication sales and use tax.

CONSUMPTION TAX:

This is a tax instituted by the State to replace the business license tax that electric and gas utilities are no longer required to pay. It is estimated that the City will receive $38,000 annually; an increase of 5.6% over FY 2007.

E-911 TELEPHONE TAX:

In FY 2007, the City's E-911 tax of $2.50 per line per month was replaced with the new statewide communication sales and use tax. More information on this new tax is included in the communication sales and use tax section.

BUSINESS LICENSE TAX:

A tax based upon gross receipts is imposed on local businesses, trades, professions and occupations operating within the City. The rates vary depending upon the type of business or occupation. While there have been a few changes in local businesses, this tax varies for contractors building new homes and commercial establishments in Poquoson. The projected amount budgeted for FY 2008 is expected to increase by 2.9% over the FY 2007 estimate.

CABLE FRANCHISE FEE:

The Cable Franchise Fee has been replaced by the Communications Sales and Use Tax. The City's right to directly impose this fee remains intact until the expiration of the City's current franchise agreement with Cox Communications. The revenue from the fee is now included with the new Communications Sales and Use Tax.

MOTOR VEHICLE LICENSE TAX:

The Motor Vehicle License Tax (decal fee) requirement for vehicles, RV's, motorcycles, and trailers was eliminated in FY 2007. In order to make up this loss in revenue, an increased personal property tax rate was adopted in FY 2007.

REVENUE DETAIL

CIGARETTE TAX:

This tax is based on 10 cents per pack that went into effect October 1, 2001. The amount budgeted for FY 2008 is $90,000, a decrease of 11.8%.

OTHER LOCAL TAXES:

Included in this category are:

Bank Franchise Tax	$ 28,000
Recordation Tax	250,000
Deed of Conveyance	35,000
	$313,000

The Bank Franchise Tax is a fee that is imposed on the net capital of local banks based on returns filed with the Commissioner of the Revenue. The amount budgeted for Bank Franchise Tax is based on prior years' experience and anticipated economic trends.

Recordation Tax represents fees paid to record any document with the Circuit Court. The Deed of Conveyance is a fee that is charged by the Clerk of the York/Poquoson Circuit Court for recording land transfers. FY 2008 anticipates growth due to an active real estate market, including new residential property and favorable interest rates which trigger refinancing.

PERMITS, LICENSES, AND FEES:

Included in this category of revenue are:

Dog Licenses	$ 1,700
Site Plan Inspection Fees	14,000
Site Plan Review Fees	5,000
Zoning Advertising Fees	8,000
Subdivision Inspection Fees	7,000
Building Permits	42,000
Electrical Permits	10,000
Plumbing Permits	13,500
Mechanical Permits	13,000
Erosion and Sediment Fees	15,000
Right-of-Way Permits	5,000
Drainage Pipe Permits	2,000
Subdivision Street Lights	5,000
Other Fees	2,500
	$ 143,700

This represents fees for permits, subdivision and other fees. In FY 2008, this represents a 6.5% increase of $8,700 from the FY 2007 estimate.

FINES AND FORFEITURES:

This represents fines for violation of local ordinances upon conviction. The amount budgeted for FY 2008 is $38,800.

REVENUE DETAIL

INTEREST ON INVESTMENTS:

In FY 2008 there is an anticipated increase of $50,000 from the FY 2007 estimate.

RENTAL OF PROPERTY:

The City rents property to the School Board for administrative office space in City Hall. In FY 2008, the amount will be $25,600, which is a 3.6% increase, based on additional maintenance costs on the building space that the School Administration occupies. Also budgeted is $60,000 for tower rental for communications companies to place their towers on City property.

CHARGES FOR SERVICES:

Included in this category of revenue are:

Library Fees	$19,000
Passport Processing	20,000
Copying Charges	4,000
	$ 43,000

MISCELLANEOUS REVENUE:

Miscellaneous Revenue includes:

Returned Check Fees	$ 1,000
Miscellaneous	2,200
	$ 3,200

Miscellaneous revenue in prior years included donations and insurance recoveries. Donations and insurance recoveries are not budgeted until received.

STATE REVENUE

NON-CATEGORICAL AID:

The City receives from the State revenues for the following categories:

Personal Property Tax Relief Act	$1,923,430
DMV Reimbursement	80,000
A.B.C. Profits	6,780
Wine Taxes	7,100
Rolling Stock Tax	80
Mobile Home Titling Tax	3,000
	$2,020,390

Total personal property in FY 2008 is $4,222,430. Of this amount, $2,299,000 is recorded as general property taxes and $1,923,430 is recorded as State Non-Categorical Aid. Personal Property is expected to increase by $229,000 due to projected increases in assessments and increased tax rate; however, the revenue from the State will remain level. The increase is considered local revenue.

The City opened a State Department of Motor Vehicles (DMV) office on January 2, 2002. As part of the City's agreement with DMV, the City receives 3.5% on all revenues collected. It is projected the City will receive $80,000 for FY 2008, the same as FY 2007. The office staff salaries and the majority of office expenses are paid by the City. The total DMV budget is $99,494, which is higher than the projected revenue by $19,494.

REVENUE DETAIL

A.B.C. Profits and Wine Tax revenue are distributed by the State Department of Taxation to localities based on their census population. In FY 2008, the revenue will remain the same as the FY 2007 estimate.

Mobile Home Titling Tax represents sales tax on mobile homes and is administered by the State.

CATEGORICAL AID - SHARED EXPENSES:

The State assists in funding the offices of the Commissioner of the Revenue, Treasurer and Registrar. For the two constitutional officers, the level of State funding is established by the State Compensation Board within certain parameters established by the General Assembly. The Registrar's salary is paid through the State Department of Elections with the other expenses of the office paid by the City.

The FY 2008 budget of $264,518 is based on estimates received from the State Compensation Board.

The revenues are:

Commissioner of the Revenue	$ 109,312
Treasurer	102,086
Registrar	53,070
Medical Examiner	50
	$264,518

OTHER CATEGORICAL AID:

The City also receives funding from the State to be used for specific purposes. Included in this category is State 599 and Wireless E-911 funding for the Police Department, Street and Highway Maintenance funds, Library Aid, and other certain grants. State 599 funding is intended for the operation of the City Police Department; Wireless E-911 funding is for the purchase, maintenance, and operation of the equipment dedicated to the Wireless E-911 system. The 599 funding for FY 2008 will remain level at $291,860; we should see a small increase in the wireless E-911 funding to $47,000.

Street and Highway Maintenance aid is received for the upkeep of City roads and streets and is based upon the number of lane miles in the City system. Street and Highway Maintenance funds are also reflected in the Capital Projects Fund. The City will receive a total of $1,119,000 in FY 2008. Of that amount, $392,000 is budgeted in the Capital Projects Fund and is used for paving and drainage projects. The remaining $727,000 is budgeted in the General Fund. This is a 4% increase over the revised FY 2007 estimate.

Library Aid is provided on a per capita basis for the operation of the public library. State money must be expended either for book purchases or partial funding of Library professional employees' salaries. The amount the City will receive in FY 2008 is $138,600, a 6.6% increase over the FY 2007 estimate.

Comprehensive Services Act (CSA) funds are provided to partially fund mandated foster care and residentially placed special education expenses. The State contribution is expected to remain at 72.13% of the total CSA expenditures. CSA is expected to decrease slightly in FY 2008.

Local Share = 27.87%	State Share = 72.13%	Total
$ 111,500	$ 288,500	$400,000

REVENUE DETAIL

Various websites from State agencies and the Virginia Municipal League (VML) determined the FY 2008 estimates for State Categorical Aid. The VML is an advocate for Virginia localities at the State General Assembly.

FEDERAL REVENUE

CATEGORICAL AID:

Plum Tree Island Refuge revenue represents payment in lieu of taxes for the Big Marsh area administered by the Department of Interior. Also, the City is in the second year of an existing COPS grant which will partially fund two police officers for a three year period. In FY 2008, the City will receive $47,500 towards the costs of the officers.

TRANSFERS IN

This category reflects monies transferred from the schools, other funds and the Unappropriated Fund Balance that are used to meet expenditures in the General Fund.

The Utilities Fund reimburses the General Fund for expenses incurred in the overall administration of the sewer system and in FY 2008 will remain level at $130,000.

The amounts budgeted in Transfer from the School Board; represent unspent year-end School funds and money the School remits to the City from State School Construction and State Lottery funds. The amount of unspent year-end School funds is unknown until the year-end audit is complete and thus is not budgeted in FY 2008. The City has been using both the School Construction Funds and the School Lottery Funds to pay for School debt service. In FY 2008, there is a decrease of $10,562 from the FY 2007 estimate.

School Construction Funds	$135,390
School Lottery Funds	190,438
	$325,828

The FY 2008 adopted budget designates $514,899 of General Fund Unappropriated Fund Balance to balance the budget. Of this amount, $257,420 will be transferred to the Solid Waste Fund in order to fund the operating start-up costs for the new Solid Waste program.

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GENERAL FUND EXPENDITURES SUMMARY

General Fund Expenditures Summary

Account Title	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	$ Change From 2007 Budget	% Change From 2007 Budget
LEGISLATIVE						
City Council	$ 68,058	$ 92,631	$ 69,430	**$ 74,762**	$ 5,332	7.7%
GENERAL ADMINISTRATION						
City Manager	316,483	393,353	449,730	**464,710**	14,980	3.3%
Legal Services	87,384	100,739	95,250	**100,800**	5,550	5.8%
Independent Auditor	23,300	22,005	26,500	**27,300**	800	3.0%
Commissioner of the Revenue	235,902	245,653	294,489	**284,020**	(10,469)	-3.6%
Assessor/Equalization Board	153,241	156,169	210,040	**218,885**	8,845	4.2%
Treasurer	252,090	264,795	261,210	**273,075**	11,865	4.5%
Finance	245,916	276,464	310,590	**314,510**	3,920	1.3%
Risk Management	52,586	56,499	157,189	**161,950**	4,761	3.0%
TOTAL ADMINISTRATION	1,366,902	1,515,677	1,804,998	**1,845,250**	40,252	2.2%
ELECTIONS						
Registrar/Electoral Board	108,073	112,833	117,980	**128,711**	10,731	9.1%
PUBLIC SAFETY						
Courts and Sheriff	180,184	238,689	225,990	**278,583**	52,593	23.3%
Police	1,802,838	1,952,553	2,380,135	**2,226,623**	(153,512)	-6.4%
Fire	1,933,345	2,064,878	2,269,591	**2,583,307**	313,716	13.8%
Corrections & Detention	177,767	169,250	171,400	**181,441**	10,041	5.9%
Inspections	215,343	203,119	236,970	**243,583**	6,613	2.8%
Animal Control	90,600	66,323	67,780	**76,450**	8,670	12.8%
TOTAL PUBLIC SAFETY	4,400,077	4,694,812	5,351,866	**5,589,987**	238,121	4.4%
PUBLIC WORKS						
Engineering	195,409	108,249	120,160	**126,269**	6,109	5.1%
Public Works	874,090	920,333	1,006,660	**1,082,879**	76,219	7.6%
Street Lights	53,866	65,817	68,000	**71,000**	3,000	4.4%
General Properties	104,833	181,976	115,820	**227,920**	112,100	96.8%
TOTAL PUBLIC WORKS	1,228,198	1,276,375	1,310,640	**1,508,068**	197,428	15.1%
HEALTH & WELFARE						
Health Department	42,966	45,101	47,671	**45,720**	(1,951)	-4.1%
Mosquito Control	173,231	166,697	195,820	**274,389**	78,569	40.1%
Mental Health	123,504	136,204	149,660	**160,710**	11,050	7.4%
Welfare/Social Services	487,215	453,124	517,800	**511,420**	(6,380)	-1.2%
TOTAL HEALTH & WELFARE	$ 826,916	$ 801,126	$ 910,951	**$ 992,239**	$ 81,288	8.9%

GENERAL FUND EXPENDITURES SUMMARY

General Fund Expenditures Summary

Account Title	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	$ Change From 2007 Budget	% Change From 2007 Budget
EDUCATION						
School Contribution	$ 7,256,200	$ 7,456,200	$ 7,880,000	**$ 8,274,000**	$ 394,000	5.0%
School Capital Contribution	54,863	98,904	-	**-**	n/a	n/a
TOTAL EDUCATION	7,311,063	7,555,104	7,880,000	**8,274,000**	394,000	5.0%
PARKS, RECREATION & CULTURAL						
Parks and Recreation	261,954	281,996	336,440	**342,493**	6,053	1.8%
Library	568,714	650,871	665,511	**721,207**	55,696	8.4%
TOTAL PARKS, REC & CULTURAL	830,668	932,867	1,001,951	**1,063,700**	61,749	6.2%
COMMUNITY DEVELOPMENT						
Planning	221,364	301,631	336,940	**442,803**	105,863	31.4%
Planning/BZA/Wetlands/ARB	7,547	7,492	6,200	**7,100**	900	14.5%
Economic Development	5,325	11,580	5,330	**6,830**	1,500	28.1%
Community Development	139,741	138,389	173,781	**150,751**	(23,030)	-13.3%
Community Relations	131,450	138,424	166,450	**175,564**	9,114	5.5%
TOTAL COMMUNITY DEVELOPMENT	505,427	597,516	688,701	**783,048**	94,347	13.7%
NON-DEPARTMENTAL						
Non-Departmental	22,823	50,446	55,000	**59,500**	4,500	8.2%
Department of Motor Vehicles	75,379	89,868	97,230	**99,494**	2,264	2.3%
Hurricane Isabel Recovery	117	-	-	**-**	n/a	n/a
TOTAL NON-DEPARTMENTAL	98,319	140,314	152,230	**158,994**	6,764	4.4%
TRANSFERS OUT						
Debt Service Fund	1,565,026	1,601,475	2,427,570	**2,481,810**	54,240	2.2%
Capital Projects Fund	444,750	1,165,204	354,590	**-**	(354,590)	-100.0%
Special Revenue Fund	-	-	60,305	**76,686**	16,381	27.2%
Solid Waste Fund	197,200	183,333	-	**257,420**	257,420	n/a
Utilities Fund	-	-	-	**-**	n/a	n/a
Parks and Recreation Fund	83,600	184,350	69,710	**131,010**	61,300	87.9%
Industrial Development Authority	59,900	147,530	121,670	**120,000**	(1,670)	-1.4%
Fleet Fund	-	-	-	**-**	n/a	n/a
TOTAL TRANSFERS OUT	2,350,476	3,281,892	3,033,845	**3,066,926**	33,081	1.1%
TOTAL GENERAL FUND	**$ 19,094,177**	**$ 20,947,271**	**$ 22,322,592**	**$ 23,485,685**	**$ 1,163,093**	**5.2%**

CITY COUNCIL

Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	$ 39,739	$ 42,547	$ 44,120	**$ 45,840**	$ 1,720	3.9%
Operating Expenses	27,721	50,084	25,310	**28,922**	3,612	14.3%
Capital Outlay	598	-	-	-	n/a	n/a
Totals	$ 68,058	$ 92,631	$ 69,430	**$ 74,762**	$ 5,332	7.7%

Personnel Summary

	FY 2005 Authorized	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized
City Clerk	0.4	0.4	0.4	0.4
Totals	0.4	0.4	0.4	0.4

* In Personal Services, a minimal amount is budgeted as a stipend to the one City Mayor and six City Council Members. All 7 members' stipends total $8,700 a year.

Goals and Objectives

* Promote economic development opportunities as a means of bringing balance to local revenue generation.
* Improve drainage throughout the City.

CITY COUNCIL

Major Departmental Functions

* The City of Poquoson is organized under the Council-Manager form of government. The Poquoson City Council is composed of seven members who are elected by the voters and serve four year staggered terms. The City is divided into three precincts, each of which is entitled to two representatives. The City Mayor is elected at large. Persons elected to City Council take office on the first day of January following the election which is held in November of even numbered years.
* Council appoints the City Manager, City Clerk, City Attorney, and members to various Boards and Commissions.
* Council adopts the City Budget and Capital Improvements Plan.
* Council adopts ordinances and resolutions relating to municipal affairs and imposes fines and penalties for noncompliance.
* Council is served by a City Clerk who is responsible for transcribing the minutes of Council meetings and generally managing City Council's affairs. The City Clerk provides administrative support to the Mayor and Council and maintains City records in accordance with the Code of Virginia.

Performance Measures

	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimated	FY 2008 Estimated
Regular Meetings	20	19	21	20
Work Sessions	18	19	20	17
Special Sessions	0	0	0	0

Significant Budget Items

* Increase in personal services is due to a merit increase and health insurance.

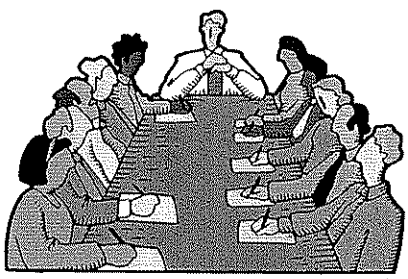
CITY MANAGER

Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	$ 280,284	$ 349,012	$ 403,400	**$ 418,480**	$ 15,080	3.7%
Operating Expenses	28,314	37,310	24,130	**24,830**	700	2.9%
Capital Outlay	7,885	7,031	22,200	**21,400**	(800)	-3.6%
Totals	$ 316,483	$ 393,353	$ 449,730	**$ 464,710**	$ 14,980	3.3%

Personnel Summary

	FY 2005 Authorized	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized
City Manager	1	1	1	1
Assistant City Manager	0.6	0.6	0.6	0.6
Deputy Emerg Management Coordinator	0	0.6	1	1
Executive Assistant	1	1	1	1
Secretary	1	1	1	1
Part-time (FTE)	0	0	0.2	0.2
Totals	3.6	4.2	4.8	4.8



Goals and Objectives

* Continue efforts to stimulate economic growth in the City, focusing on development of the Big Woods and Messick Point.
* Continue review of City operations to identify areas for cost savings and improved services.
* Complete update of Comprehensive Plan.
* Continue to seek funding to assist citizens with recovery efforts from damages caused by Hurricane Isabel.
* Continue Federal Emergency Management Agency and Community Development Block Grant programs elevation projects.

CITY MANAGER

Major Departmental Functions

* The City Manager is appointed by City Council to serve as Chief Administrative Officer of the City.
* Execute and implement ordinances, resolutions and policies established by Council.
* Oversee the daily administrative operations of the City. Recommend service and policy improvements.
* Oversee the operations of all City departments, guide the performance of City staff, and encourage excellence in service through problem solving, integrity, responsiveness, innovation, and teamwork.
* Provide ongoing community/employee relations program.
* Keep internal and external customers advised of City related media events via public service announcements, press releases, public and employee newsletters, communications to Council members, and Cable TV access channel, and the City's website on the internet.

Significant Budget Items

* Increase in personal services is due to a merit increase and health insurance.

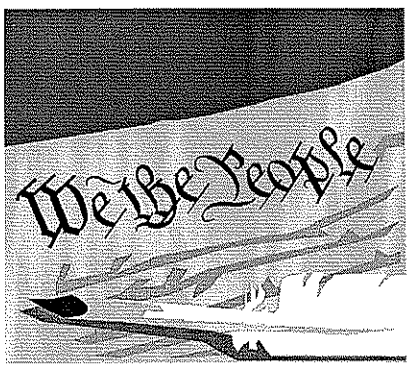
LEGAL SERVICES

Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	$ -	$ -	$ -	**$ -**	n/a	n/a
Operating Expenses	87,384	100,739	95,250	**100,800**	5,550	5.8%
Capital Outlay	-	-	-	**-**	n/a	n/a
Totals	$ 87,384	$ 100,739	$ 95,250	**$ 100,800**	$ 5,550	5.8%

Personnel Summary

N/A



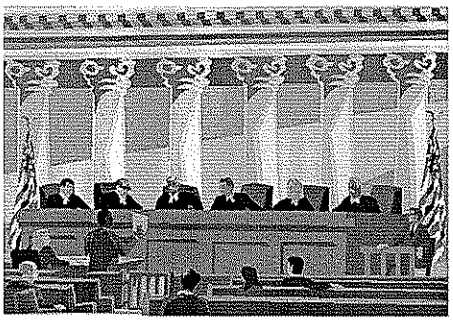
Goals and Objectives

* Practice preventive law on behalf of the City of Poquoson by regular meetings with the City Manager and recommendations to improve the legal position of the City.
* Handle legal matters concerning the City in accordance with law in a timely and efficient manner.

LEGAL SERVICES

Major Departmental Functions

* The City Attorney is appointed as a consultant by City Council to serve as legal advisor to the City Council, the City Manager, and all Departments and Boards and Commissions of the City.
* Prepares and reviews ordinances for introduction to Council.
* Drafts and reviews all contracts, licenses, permits, deeds, leases, and other legal documents to which the City is a party.
* Represents the City in all legal proceedings and prosecutes violations of City ordinances.
* This department also funds collection of delinquent real estate and personal property taxes.



Significant Budget Items

* Increase in department due to attorney contracted services.

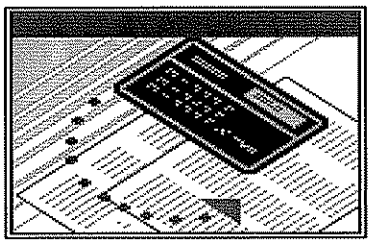
INDEPENDENT AUDITOR

Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	$ -	$ -	$ -	**$ -**	n/a	n/a
Operating Expenses	23,300	22,005	26,500	**27,300**	800	3.0%
Capital Outlay	-	-	-	**-**	n/a	n/a
Totals	$ 23,300	$ 22,005	$ 26,500	**$ 27,300**	$ 800	3.0%

Personnel Summary

N/A



Goals and Objectives

* Provide City Council and City administration analysis, recommendations, counsel and information concerning financial related activities of the City in accordance with generally accepted government auditing standards promulgated by the Comptroller General of the United States and the Auditor of Public Accounts of the Commonwealth of Virginia.
* Perform FY 2007 audits of the City, School Board and School Activity Funds by November 30, 2007.
* Prepare the Comparative Cost Report for the City.
* Provide suggestions to strengthen internal accounting and administrative controls.
* Implement Governmental Accounting Standards Board (GASB) Statement #40 - Deposit and Investment Risk Disclosures.

INDEPENDENT AUDITOR

Major Departmental Functions

* Accounts for an independent accounting firm to conduct an audit of the City's and Schools' financial records for the preceding fiscal year, in accordance with law.

Performance Measures

	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimated	FY 2008 Estimated
Auditing Hours	880	880	920	880

Significant Budget Items

* Minimal increase of audit fees in FY 2008.

Program Accomplishments

* Assisted in reviewing Government Finance Officers Association (GFOA) prior year comments and financial statement checklist in order to apply for the GFOA Award for Certification of Achievement for Excellence in Financial Reporting for FY 2007.

COMMISSIONER OF THE REVENUE

Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	$ 220,590	$ 230,514	$ 281,069	**$ 269,000**	$ (12,069)	-4.3%
Operating Expenses	12,179	13,690	11,720	**13,320**	1,600	13.7%
Capital Outlay	3,133	1,449	1,700	**1,700**	-	0.0%
Totals	$ 235,902	$ 245,653	$ 294,489	**$ 284,020**	$ (10,469)	-3.6%

Personnel Summary

	FY 2005 Authorized	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized
Commissioner of the Revenue	1	1	1	1
Deputy Commissioner II	1	1	1	1
Deputy Commissioner I	1	1	1	1
Assessment Technician/DMV Clerk	1	1	1	1
Totals	4	4	4	4

Goals and Objectives

* Process online entry of State income tax returns within 2 days of receipt and submit required reports to State office and City Treasurer.
* Prepare the Real Estate Land Book and all necessary supplements. Execute deferral and exemption of real estate taxes for elderly and disabled persons who meet requirements.
* Maintain, print and mail personal property forms. Have all personal property assessed and the assessment book printed by April 1st.
* Process business licenses by March 1st of each year.
* Enforce prepared food and beverage tax and cigarette taxation.
* Continue to audit the Virginia Department of Taxation for proper remittance of Poquoson's sales tax.

COMMISSIONER OF THE REVENUE

Major Departmental Functions

* Maintain owners of record for all real estate parcels; prepare land book in accordance with State Code.
* Ensure that all personal property, business property and public utility taxes are assessed.
* Render fair and consistent assessments with regards to all personal property.
* Audit all locally filed Virginia State income tax returns and provide reports to State and City Treasurer.
* Utilize the online computer system with the Department of Taxation for processing refunds.
* Administer tax exemption and deferral program for elderly and handicapped.
* Issue business licenses to all businesses operating within the City and non-city businesses which gross $25,000 or more in business within the City of Poquoson.
* Prepare food and beverage tax forms and enforce such tax.
* Administer and enforce the rules and regulations relating to cigarette taxation.

Performance Measures	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimated	FY 2008 Estimated
Business License	868	881	900	900
Meals Tax	57	51	55	55
Personal Property Abatements	3,663	3,667	3,500	3,500
Personal Property Assessments	19,596	19,749	19,800	19,800
Property Transfers	406	454	450	450
Public Service Corporations	12	12	12	12
Real Estate Abatements	419	293	300	300
Real Estate Parcels	5,037	5,173	5,200	5,200
State Estimated Returns	336	348	350	350
State Tax Returns Audited	2,810	2,404	2,400	2,400
State Tax Refunds Processed Online	1,208	1,132	1,100	1,100
Tax Exemption & Deferral Applications	95	139	150	150

Significant Budget Items

* Personal services includes a merit adjustment and health insurance.
* In FY 2008, effective 12/1/2007, the Commissioner will receive a 4% salary increase.
* In FY 2008, the City will receive $109,312 in State Categorical Aid towards expenses of this office.

Program Accomplishments

* Received approval for 1,001 State Income Tax Refunds online with the Department of Taxation, resulting in citizens receiving $400,000 of refunds within 3-5 days.
* Continued providing efficiency and stability to the Department of Motor Vehicles office by cross training employees in the Commissioner's office.

ASSESSOR / EQUALIZATION BOARD

Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	$ 114,577	$ 134,941	$ 188,960	**$ 194,830**	$ 5,870	3.1%
Operating Expenses	21,809	15,010	16,580	**20,755**	4,175	25.2%
Capital Outlay	16,855	6,218	4,500	**3,300**	(1,200)	-26.7%
Totals	$ 153,241	$ 156,169	$ 210,040	**$ 218,885**	$ 8,845	4.2%

Personnel Summary

	FY 2005 Authorized	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized
Assessor	1	1	1	1
Appraiser	0	0	1	1
Assessment Technician	1	1	1	1
Totals	2	2	3	3

Ratio of property sales during time period

		July 2005-July 2006	July 2006-Dec 2006
Sold 1% -- 10%	**over** Assessed Value	7	36
Sold 11% -- 30%	**over** Assessed Value	25	14
Sold 31% -- 40%	**over** Assessed Value	28	1
Sold 41% or more	**over** Assessed Value	131	3
Sold 1% -- 10%	**under** Assessed Value	5	33
Sold 11% -- 30%	**under** Assessed Value	5	13
Sold 31% -- 40%	**under** Assessed Value	1	2
Sold 41% or more	**under** Assessed Value	5	0

The above shows that prior to the 2006 reassessment a majority of properties were selling well above assessed value and after the assessment are continuing to sell at or above value.

Goals and Objectives

* Continue to refine program for Computer Assisted Mass Appraisal (CAMA) database.
* Continue to utilize property surveys and aerial photographs to improve the accuracy of property identification maps.
* Continue to work with the City Manager and other city departments to implement a Geographic Information System (GIS).
* Continue to maintain and post real estate sales to the Property Information Web Site.
* Continue to modernize the office and the services that are provided to the public.
* Begin working on 2008 General Reassessment of the City and implement changes necessary to shift to annual assessments beginning with the FY 2009 cycle.

ASSESSOR / EQUALIZATION BOARD

Major Departmental Functions

* Conduct the reassessment of real estate within the City. Upon completion of reassessment, prepare and mail notices to property owners. Conduct hearings to review concerns of assessments. Assist in organizing hearings with Equalization Board. Equalization Board is nominated by City Council and appointed by the Circuit Court. The Board is responsible for hearing homeowners' appeals concerning their real estate property assessments. The Board has authority to increase, decrease or affirm appealed assessments. Assessor is bound by all Board decisions. Property owners may appeal Equalization Board decisions to the Circuit Court.
* Maintain owners of record with descriptive information of each real estate parcel within the City.
* Analyze sales information and monitor new construction costs in order to keep abreast of local property value trends. Inspect and visit properties that transfer. Post to ratio map and do periodic ratio studies.
* Inspect and value all new construction. Make scaled drawing and photograph each main improvement.
* Maintain property tax maps. Utilize property surveys and aerial photographs in order to correct and maintain both paper and mylar maps.

Performance Measures	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimated	FY 2008 Estimated
Assessor				
Real Estate Parcels	5,126	5,208	5,288	5,390
Total Assessed Value	$1,002,511,357	$1,025,497,078	$1,627,336,017	$1,652,336,017
Property Transfers	566	530	500	500
Renovations/New Construction	344	401	500	600
Total New Assessed Value	$22,166,700	$21,244,700	$25,000,000	$27,000,000

Since reassessments were performed every two years, the Equalization Board met every two years. Beginning in July 2008, the Board will meet annually. Listed are the statistics for the Equalization Board.

	FY 2005 Actual	FY 2007 Actual	FY 2009 Estimated
Equalization Board			
# of Property Owners Appealing	26	48	30
# of Parcels Reviewed	32	54	35
# of Assessments Decreased	14	40	15
Value of Decreases	$568,400	$1,414,100	$600,000

Significant Budget Items

* Increase in personal services is due to merit increase and health insurance.
* Increase in operating expenses is due to cost of new server shared under contract with neighboring counties.

Program Accomplishments

* Completed 2006 General Reassessment, held assessment and Board of Equalization hearings and finalized data.
* Presented completed assessment data to Commissioner of the Revenue for printing of Land Book.
* Created a Permit Software Program with Inspections Office.

TREASURER

Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	$ 200,105	$ 211,018	$ 237,870	**$ 243,180**	$ 5,310	2.2%
Operating Expenses	38,603	49,809	21,840	**27,645**	5,805	26.6%
Capital Outlay	13,382	3,968	1,500	**2,250**	750	50.0%
Totals	$ 252,090	$ 264,795	$ 261,210	**$ 273,075**	$ 11,865	4.5%

Personnel Summary

	FY 2005 Authorized	FY 2006 Authorized	FY 2007 Authorized	FY2008 Authorized
Treasurer	1	1	1	1
Deputy Treasurer	1	1	1	1
Accounting Technician	1	1	1	1
Clerical Assistant	1	1	1	1
Totals	4	4	4	4

Goals and Objectives

* Maintain high collection rates and customer service.
* Maintain state office accreditation.
* Continue training/certification program for Treasurer and deputies.
* Improve website and statements.
* Pursue collections of delinquent accounts.

TREASURER

Major Departmental Functions

* Collect all revenues due to the City and School Board including real estate and personal property taxes, service fees, prepared meals taxes, license fees, and utility fees.
* Administer online-payment website, direct-debit program and credit cards.
* Pursue delinquent taxes and fees through Warrants, DMV Stops, Wage Liens, and Debt Setoff.
* Maintain proper accounting of all cash receipts.
* Invest idle cash and assist in debt service management.
* Maintain and reconcile bank accounts used by the City and School Board.
* Collect and deposit State income taxes and State estimated taxes.
* Process and mail all original and delinquent personal property and real estate tax bills.
* Maintain mortgage files so real estate taxes can be conveyed against escrowed funds for taxpayers.

Performance Measures

	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimated	FY 2008 Estimated
Business Licenses Processed	825	840	830	850
Car Tax Refund Certifications	22,000	22,200	1,000	500*
Meals Tax Payments Processed	465	465	470	480
Personal Property Tax Tickets Processed	22,000	22,238	22,500	23,000
Real Estate Tax Tickets Processed	10,750	10,766	11,000	11,500
Sewer Account Payments Processed	21,750	27,500	27,900	28,200
Sewer Availability Contract Payments	3,200	3,000	800	500
Supplemental RE Tax Tickets Processed	250	250	250	275
Vehicle Decals Sold	14,500	15,500	1,000	0

*PPTRA is changing to a different type of system

Significant Budget Items

* In FY 2008, the City will receive $102,086 in State Categorical Aid towards expenses of this office.
* Increases are due to cost of living adjustment and health insurance; Treasurer's annual web-based accounting program maintenance and replacement of computers, printers and office furniture.

Program Accomplishments

* The Treasurer's Office collected taxes on a timely basis. Collection rate for FY 2006 for taxes was 97% and 99% overall for all years.
* The Poquoson Treasurer's Office received accreditation by the State.
* The Deputy Treasurer earned certification as a Master Governmental Deputy Treasurer.
* Sent bills out early to improve cash flows.
* Invested City funds on a timely basis to maximize interest revenue idle funds were kept to a minimum.

FINANCE

Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	$ 193,712	$ 229,972	$ 266,610	**$ 274,600**	$ 7,990	3.0%
Operating Expenses	48,274	30,143	37,480	**34,910**	(2,570)	-6.9%
Capital Outlay	3,930	16,349	6,500	**5,000**	(1,500)	-23.1%
Totals	$ 245,916	$ 276,464	$ 310,590	**$ 314,510**	$ 3,920	1.3%

Personnel Summary

	FY 2005 Authorized	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized
Director of Finance	1	1	1	1
Accountant	1	1	1	1
Accounting Analyst	1	1	1	1
Accounting Assistant	0	1	1	1
Part Time (FTE)	0.5	0	0	0
Totals	3.5	4	4	4

Goals and Objectives

* Oversee annual audit, risk management activities, and employee benefits; maintain and monitor all financial records; and prepare annual financial plan.
* Continue to identify areas for cost savings on a City-wide basis.
* Identify areas where City financial policies should be developed such as cash management, fund balance requirements, and equipment replacement.

FINANCE

Major Departmental Functions

* Oversee revenues and expenditures of government funds.
* Maintain the City's financial records.
* Prepare the City's annual operating budget.
* Prepare the City's bi-weekly payroll and weekly accounts payable.
* Handle the City's utility billing system.
* Manage the City's Risk Management Program.
* Administer employee benefits such as health insurance, retirement, life insurance and optional life insurance, flexible spending program, other optional benefits, and workers' compensation.
* Provide assistance to independent auditors during the annual audit of City financial records.
* Administer and maintain data processing functions.
* Prepare financial reports at the direction of the City Manager.

Performance Measures	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimated	FY 2008 Estimated
Accounts Payable Checks Issued	4,425	4,650	4,700	4,900
Payment Vouchers	4,900	5,200	5,500	6,000
Payroll Checks Issued	1,520	1,575	1,580	1,600
Payroll Direct Deposits	3,400	3,450	3,520	3,570
Deposits to Different Financial Institutions	16	16	18	20
Utility Bills Printed	18,546	27,840	28,400	28,400
Utility Customers	4,593	4,604	4,750	4,800
Utility Customers with Special Rates	47	50	130	130

Significant Budget Items

* Increase in personal services is due to cost of living adjustment and health insurance.

Program Accomplishments

* Received the General Finance Officers Award, Certificate of Achievement of Excellence in Financial Reporting, and Distinguished Budget Presentation Award.

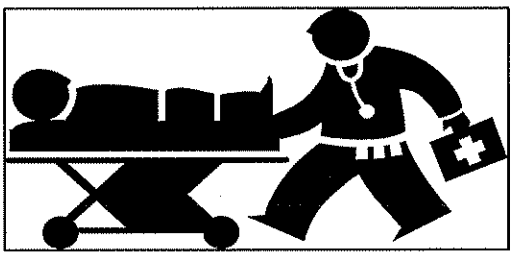
RISK MANAGEMENT

Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	$ 21,544	$ 22,093	$ 116,709	**$ 116,709**	$ -	0.0%
Operating Expenses	31,042	34,406	40,480	**45,241**	4,761	11.8%
Capital Outlay	-	-	-	**-**	n/a	n/a
Totals	$ 52,586	$ 56,499	$ 157,189	**$ 161,950**	$ 4,761	3.0%

Personnel Summary

N/A



Goals and Objectives

* Work to minimize liability exposure and to seek coverage wherever exposure exists. Continue to stress the importance of safety programs and other preventive measures for reducing loss.
* Work with departments on safety, conduct inspections and various types of safety training.

RISK MANAGEMENT

Major Departmental Functions

* Contain expenses relating to the City's property, liability, and automobile insurance coverage for general administration departments.
* Fund reclassification of positions in which salaries have fallen below market, sick leave termination pay and other fringe benefits that cannot be allocated to a particular department.
* Fund Risk Management Consultant.

Performance Measures	Year 2005 Actual	Year 2006 Actual	Year 2007 Estimated	Year 2008 Estimated
Worker's Compensation				
Claims Filed	17	6	10	8
Loss Ratio	49.0%	8.0%	15.0%	12.0%
General Liability				
Claims Filed	5	1	0	0
Loss Ratio	21.0%	0.0%	0.0%	0.0%
Auto Liability and No-Fault				
Claims Filed	9	4	3	0
Loss Ratio	50.0%	33.0%	20.0%	0.0%
Property				
Claims Filed	1	1	1	0
Loss Ratio	240.0%	3.0%	0.0%	0.0%

Significant Budget Items

* Personal services includes money for salary market adjustments and other unplanned salary expenditures in FY 2008.
* Increased cost of premiums for insurance coverage is allocated to the respective City department.

Program Accomplishments

* Continual protection of the City's assets through emphasis on safety, proper insurance coverage, and other preventive measures to minimize the adverse effects of accidental losses.
* Established an active Safety Committee that meets bi-monthly to limit exposure of potential injuries or accidents to City employees and property.

REGISTRAR / ELECTORAL BOARD

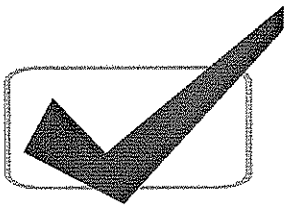
Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	$ 86,461	$ 91,028	$ 96,700	**$ 103,200**	$ 6,500	6.7%
Operating Expenses	20,910	18,056	20,980	**24,081**	3,101	14.8%
Capital Outlay	702	3,749	300	**1,430**	1,130	376.7%
Totals	$ 108,073	$ 112,833	$ 117,980	**$ 128,711**	$ 10,731	9.1%

* In Personal Services, a minimal amount is budgeted as a stipend to the three Electoral Board members in the amount of $7,393.

Personnel Summary

	FY 2005 Authorized	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized
Registrar	1	1	1	1
Assistant Registrar	1	1	1	1
Part Time (FTE)	0.1	0.1	0.1	0.1
Totals	2.1	2.1	2.1	2.1



Goals and Objectives

* Assist citizens in understanding requirements for voter registration, provide citizens with information and referral for services and inform citizens about absentee voting.
* Project the integrity of the electoral process and efficiently conduct the elections in FY 2008 within the provisions of the Code of Virginia.
* Assure that registration opportunities will be equally available to all Poquoson citizens and throughout the United States.
* Maintain accurate and up-to-date voter records.
* Increase voter registrations through use of National Voter Registration Act (NVRA).
* Train Officers of Election so that they will be informed of duties on election day.
* Assist candidates with filing requirements and verify Certificates of Candidate Qualifications, Declarations of Candidacy and all petitions filed by candidates or groups seeking a referendum.

REGISTRAR / ELECTORAL BOARD

Major Departmental Functions

* Process registrations of residents not only in Poquoson but throughout Virginia or United States (as shown on page 42).
* Assist registrations at Poquoson High School, Bayside Convalescent Center and Dominion Village.
* Maintain accurate records of all registered voters. Process and enter all registrations, deletions, and name and address changes into the Voter Registration System.
* Oversee all elections and absentee voting ensuring that they are handled in accordance with Virginia Election Laws.
* Verify Certificate of Candidate qualifications, Declarations of Candidacy and all petitions filed by candidates or groups seeking a referendum.
* Verify results of each election and certify to State Board of Elections.
* Recruit and train Officers of Election and schedule officers to work at each polling place.

Performance Measures

	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimated	FY 2008 Estimated
Registered Voters	8,202	8,332	8,597	8,990
New Registrants	314	227	315	350
Transferred In	286	231	325	375
Deletions	431	335	375	350
Changes in Address	386	125	175	200
Other Changes	171	149	150	175

Significant Budget Items

* Increase in personal services is due to cost of living adjustment and health insurance.
* In FY 2008, the City will receive $53,070 in State Categorical Aid for the Registrar and board members' salaries.
* Increase in capital outlay to purchase a printer in accordance with the Help America Vote Act (HAVA).

Program Accomplishments

* Successfully conducted the June Primary.
* Successfully conducted the November 2006, General/Special Election.
* Obtained handicap compliance at all precincts.
* Successfully trained all Election Officials on the Touch Screen voting machine.
* Relocated the Eastern Precinct from the Poquoson Middle School to Trinity United Methodist Church voting facility.
* Worked with the State Board of Elections to verify voters received credit for voting in elections.
* Researched and confirmed the National Change of Address list provided by the State Board of Elections.

COURTS AND SHERIFF

Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	$ -	$ -	$ -	**$ -**	n/a	n/a
Operating Expenses	180,184	238,689	225,990	**278,583**	52,593	23.3%
Capital Outlay	-	-	-	**-**	n/a	n/a
Totals	$ 180,184	$ 238,689	$ 225,990	**$ 278,583**	$ 52,593	23.3%

Personnel Summary

N/A

COURTS AND SHERIFF

Major Departmental Functions

* This department includes the cost of judicial services which are shared with York County. Included are the pro-rated costs of the Commonwealth Attorney, Juvenile/Domestic Relations Court, services provided by the Clerk of the Court, Sheriff services, and certain capital and maintenance costs for the Court buildings. All court activity is located in Yorktown.

Significant Budget Items

* York County sets the Poquoson courts and sheriff budget, and by legislation Poquoson pays 19.9% of the total budget.
* Overall increase of $52,593 or 23.3% for the department due in part to increases in operating costs.

Budget Detail	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget
York/Poquoson Courthouse	$ 64,199	$ 98,163	$ 103,248	**$ 141,736**
Sheriff	103,891	124,323	107,056	**119,677**
9th District Court	7,440	7,633	7,600	**8,700**
Criminal Justice Planner	4,654	8,570	8,086	**8,470**
Totals	$ 180,184	$ 238,689	$ 225,990	**$ 278,583**

POLICE

Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	$ 1,456,223	$ 1,564,966	$ 1,829,300	**$ 1,879,860**	$ 50,560	2.8%
Operating Expenses	300,174	319,209	531,538	**299,263**	(232,275)	-43.7%
Capital Outlay	46,441	68,378	19,297	**47,500**	28,203	146.2%
Totals	$ 1,802,838	$ 1,952,553	$ 2,380,135	**$ 2,226,623**	$ (153,512)	-6.4%

Personnel Summary

	FY 2005 Authorized	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized
Police Chief	1	1	1	1
Lieutenant	1	1	1	1
Supervisor of Support Services	1	1	1	1
Sergeant/EMT	1	2	2	2
Sergeant	3	2	2	2
Detective/Sergeant	1	1	1	1
Corporal/EMT	1	1	2	2
Corporal	1	2	1	1
Master Patrolman/EMT	3	4	4	4
Master Patrolman	1	1	3	2
Police Officer/EMT	2	1	0	0
Police Officer	4	5	4	4
School Resource Officer	0	0	0	1
Dispatcher Supervisor	1	1	1	1
Dispatcher	3	3	3	3
Administrative Support Technician	1	1	1	1
Part Time Dispatcher (FTE)	1.5	1.5	1.5	1.5
Part Time Officer (FTE)	0.5	0.5	0.5	0.5
Totals	27	29	29	29

Goals and Objectives

* Obtain Geographic Information System for Emergency 911 Dispatch Center.
* Train additional officers as Emergency Medical Technicians.
* Continue the "Toys for Tots" donation program.

POLICE

Major Departmental Functions

* Enforce the laws of the Commonwealth of Virginia and the ordinances of the City of Poquoson.
* Prevent and deter crime so as to provide for the public safety.
* Preserve and maintain a safe and secure living and business environment in Poquoson.
* Provide assistance and friendly service to all persons within the City.
* Assist in providing on-scene emergency medical assistance to persons in need.

Performance Measures

	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimated	FY 2008 Estimated
Accidents	234	216	230	237
Arrests/Charges/Apprehensions	412	444	366	377
Calls for Service	5,938	5,646	6,828	7,033
First Responder Calls	423	340	366	377
Traffic Tickets	712	550	1,148	1,182

Significant Budget Items

* Increase in personal services is due to a merit increase and health insurance.
* Decrease in operating expenses due to DEA Drug Seizure appropriation of $205,090 received in FY 2007. Unknown Grants and Seized funds are not budgeted until received. This results in the overall decrease in the department for FY 2008.
* Increase in capital outlay due to funding for two replacement police vehicles.

Program Accomplishments

* Acquired and installed in-car video cameras for all patrol vehicles.
* Installed security video cameras in Police Station and Emergency 911 center.
* Acquired special StealthStat TSC radar equipment.
* Established Special Operations Team for response to drug buy/bust incidents.
* Trained patrol officers in methods of standard DUI sobriety testing.
* Obtained Interoperability Radio System, new and back-up repeaters and new walkie-talkies for all employees.
* Purchased portable radar trailer for traffic safety.
* Certified an officer as EMT, trained an officer as armorer, recruited and trained an additional auxiliary officer.
* Connected to regional criminal information sharing network (CRIMES/LINX).
* Continued the Toys-for-Tots donation program in November and December.

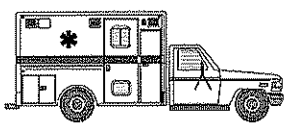
FIRE

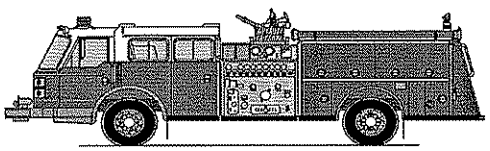
Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	$ 1,594,761	$1,729,759	$1,922,900	**$ 2,183,603**	$ 260,703	13.6%
Operating Expenses	325,770	322,791	330,591	**379,904**	49,313	14.9%
Capital Outlay	12,814	12,328	16,100	**19,800**	3,700	23.0%
Totals	$ 1,933,345	$2,064,878	$2,269,591	**$ 2,583,307**	$ 313,716	13.8%

Personnel Summary

	FY 2005 Authorized	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized
Fire Chief	1	1	1	1
Assistant Fire Chief/Inspector	1	1	1	0
Fire Captain/Paramedic	1	1	1	1
Fire Captain/Inspector	0	1	1	1
Fire Captain	3	2	2	2
Fire Lieutenant/Paramedic	1	1	1	1
Fire Lieutenant/Intermediate	1	1	1	1
Fire Lieutenant	1	1	1	1
Fire Engineer/Inspector	1	2	2	2
Fire Engineer	2	0	0	0
Fire Fighter/Paramedic	8	8	8	8
Fire Fighter/Intermediate	4	5	5	5
Fire Fighter	2	2	4	6
Administrative Secretary	1	1	1	1
Totals	27	27	29	30





Goals and Objectives

* Improve training program through increased teaching aids and equipment and offering more classes.
* Improve our Fire Prevention Program by increasing Pre-fire Plans per month with ultimate goal of each business being inspected twice a year per National Fire Protection Association (NFPA) requirements.
* Continue to work on Fire Station 1 replacement project.
* Constantly improve our service with new firefighting and rescue tools to increase our capabilities and work on Standard Operating Procedures to insure more consistent and safer operations.
* Update the breathing air packs: SCBA (Self Contained Breathing Apparatus).
* Assess hiring process in an effort to make needed improvements and offer Emergency Medical Technician class.

FIRE

Major Departmental Functions

* Provide twenty-four hour emergency services for fire suppression, ambulance service, rescue service, hazardous material spills, water rescue, and radiological monitoring.
* Provide non-emergency services in fire prevention, education, and training.

Performance Measures

	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimated	FY 2008 Estimated
Average Fire/EMT calls per month	127	122	131	140
Percentage Increase/(Decrease)	5.0%	-4.0%	7.0%	7.0%
Training hours	1,524	1,885	2,017	2,158
Fire Calls:				
Structure Fire	33	32	37	42
Brush Fire	52	89	93	97
Miscellaneous Fire	246	218	233	249
Ambulance Calls:				
Advanced Life Support	570	542	580	621
Basic Life Support	558	538	576	616
Miscellaneous	66	45	48	510

Significant Budget Items

* Increase in personal services is due to a merit increase and health insurance as well as the addition of one additional firefighter.
* Overall increase in operating expenses occurs with the addition of staff and increase in normal operating service.
* Increase in capital outlay for FY 2008 due to replacement of four obsolete and two additional AED (Automated External Defibrillator) in order to meet compliance with Basic Life Support and supplement first responder program.

Program Accomplishments

* Insurance Service Office (ISO) report used as workbook to improve our service which will ultimately reduce our class from 4 to 3.
* Began updating Bloodborne Pathogen Policy.
* Purchased equipment for evacuations during flooding events on ponds, small waterways and creeks.
* Reinstated Pre-fire Plan Program to improve citizen and firefighter safety.
* Lowered time from receiving a call until unit personnel are enroute from 90 seconds to 60 seconds which meets NFPA standard.
* Worked with Deputy Emergency Services Coordinator achieved IS 100, 200, 700, 800 certifications for all personnel.

CORRECTIONS AND DETENTIONS

Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	$ -	$ -	$ -	$ -	n/a	n/a
Operating Expenses	177,767	169,250	171,400	**181,441**	10,041	5.9%
Capital Outlay	-	-	-	-	n/a	n/a
Totals	$ 177,767	$ 169,250	$ 171,400	**$ 181,441**	$ 10,041	5.9%

Personnel Summary

N/A

Budget Detail	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget
Adult Detention	$ 125,558	$ 88,756	$ 104,149	**$ 102,471**
Juvenile Services				
Juvenile Detention	25,526	71,834	44,150	**54,000**
Family Group Homes	3,881	3,240	-	**-**
Project Insight	5,624	5,420	8,721	**10,590**
Community Supervision, Outreach Detention, Electronic Monitoring, House Arrest	17,178	-	14,380	**14,380**
Totals	$ 177,767	$ 169,250	$ 171,400	**181,441**

CORRECTIONS AND DETENTIONS

Major Departmental Functions

* The City of Poquoson shares the Regional Jail Authority with York County, James City County and the City of Williamsburg. Poquoson's financial share is determined by a cost formula based on an overall percentage of use history.
* The City of Poquoson shares the Middle Peninsula Juvenile Detention Center with 18 other localities. Poquoson's financial share is based on a per diem rate for each day a juvenile offender from Poquoson is incarcerated.
* Along with jail costs, other rehabilitative and correctional programs are accounted for in this department; which include Family Group Homes, Project Insight and other services.

Performance Measures	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimated	FY 2008 Estimated
Adult Detention:				
Average Daily Population	13	6	8	8
Percentage of Use	n/a	1.70%	1.80%	2.00%
Per Diem Rate	$29.33	$33.69	$30.53	$30.77
Juvenile Services:				
Juvenile Detention (Days)	212	288	325	*
Per Diem Rate	$137.55	$130.57	$133.68	$150.00
Crossroads (Child Care Days)	7	180	180	*
Comm Supervision (Child Care Days)	57	50	48	*
Outreach (Child Care Days)	65	90	120	*
Electronic Monitoring (Child Care Days)	112	90	120	*
Project Insight (Hours)	2,728	600	650	*

*Juvenile detention figures specific to Poquoson are no longer available.

Significant Budget Items

* It is estimated that the cost of adult detention will decrease in FY 2008 based on the Virginia Peninsula Regional Jail Authority cost formula, revised in 2007, based on an overall percentage of use history rather than current usage.

INSPECTIONS

Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	$ 179,648	$ 184,421	$ 218,650	**$ 222,880**	$ 4,230	1.9%
Operating Expenses	15,707	16,013	16,120	**16,703**	583	3.6%
Capital Outlay	19,988	2,685	2,200	**4,000**	1,800	81.8%
Totals	$ 215,343	$ 203,119	$ 236,970	**$ 243,583**	$ 6,613	2.8%

Personnel Summary

	FY 2005 Authorized	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized
Building Official	1	1	1	1
Code Inspector	1	1	1	1
Inspector II	0	1	1	1
Technical Assistant	1	1	0	0
Secretary	0	0	1	1
Part Time (FTE)	0.1	0	0	0
Totals	3.1	4	4	4

Goals and Objectives

* Provide information for the implementation of the City GIS system and strive for "real time inspections and information gathering."
* Continue staff education in various building related trades and for Building Official's certification as a Coastal Construction Inspector through the International Code Council (ICC).
* Coordinate the elevation of the next phase of Hazard Mitigation Grant Program (HMGP) and Community Development Block Grant (CDBG).
* Provide the citizens and contractors the most updated information on code and ordinaces.
* Continue and improve the methods used to obtain compliance with zoning, property maintenance and building codes.
* Work with City staff, contractors and architect on the construction of new Elementary School and Fire Station #1.
* Provide the best possible service to the citizens of Poquoson.

INSPECTIONS

Major Departmental Functions

* Ensure thru inspection process, plan review and issuing permits that construction performed in the City is in accordance with all applicable City Ordinances, State Codes and Federal requirements.
* Provide information to contractors, the public and any interested parties as requested.
* Issue permits for building, electrical, plumbing, mechanical, signs, driveway, land disturbance and demolition.
* Verify that contractors are licensed with the City and thru the Department of Professional and Occupation Regulation (DPOR).
* Enforce zoning, building, and property maintenance requirements as specified by City Ordinance and State law.
* Enforce, thru the permitting process, requirements for new and existing structures are in compliance with Federal Emergency Management Agency (FEMA) regulations.
* Address new structures located on existing and newly created lots.

Performance Measures

	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimated	FY 2008 Estimated
Building Permits Issued	473	346	350	350
Certificate of Occupancies Issued	74	103	110	110
Code Violations Cited & Enforced	300	676	700	750
Inspections Performed	3,280	5,987	6,000	6,000
Meetings with Contractors	270	311	300	300
Plans Reviewed	484	452	595	600
Other Permits (Elect, Plumbing, Mech, etc.)	999	*1018	1,362	1,575

* Halfway during the year, yard sale permits were discontinued

Significant Budget Items

* Increase in personal services is due to a merit increase and health insurance.
* Capital Outlay increase represents computer upgrade and purchase of color printer.

Program Accomplishments

* Coordinated the completed elevation of the first five (5) homes under the FEMA's HMGP grant.
* Staff attended various training classes offered through State and Federal organizations.
* Oversaw rehabilitation of 4 Park Street structure to become IDA rental property.
* Completed installation of permanent office space for Engineering, Public Works and Utility Departments.

ANIMAL CONTROL

Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	$ -	$ -	$ -	$ -	n/a	n/a
Operating Expenses	90,600	66,323	67,780	**76,450**	8,670	12.8%
Capital Outlay	-	-	-	-	n/a	n/a
Totals	$ 90,600	$ 66,323	$ 67,780	**$ 76,450**	$ 8,670	12.8%

Personnel Summary

N/A

Goals and Objectives

* Continue to provide education and intervention when needed to prevent animal suffering and facilitate compatibility between our citizens and the animals in our community.
* Train humane officers in mandated animal control training school.
* Answer citizen complaints involving wild as well as domestic animals.
* Enforce animal control and cruelty laws and ordinances of the City of Poquoson, issuing summonses for violations of any applicable ordinances.
* Pick up dogs running loose, feral cats, and dead animals on public roadways and dispose of animals.
* Continue to enforce dog licensing law which requires proof of rabies, one of the most effective means of limiting the number of rabies cases.
* Construction of a spay/neuter clinic at the Society for the Prevention of Cruelty to Animals (SPCA) site providing a significant solution to the problem of pet overpopulation.

ANIMAL CONTROL

Major Departmental Functions

* Animal Control is handled by Newport News Animal Control. The fully certified officers pick up stray animals, nuisance wildlife, deceased animals on public roadways, and investigate cruelty complaints.
* The Peninsulas SPCA shelters animals for Poquoson. The cost formula is that Poquoson pays 100% for stray animals and 67% of surrendered animals.

Budget Detail	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget
SPCA	$ 37,057	$ 33,925	$ 34,920	**$ 39,330**
Newport News Animal Control	53,543	32,398	32,860	**37,120**
Totals	$ 90,600	$ 66,323	$ 67,780	**$ 76,450**

Significant Budget Items

* Newport News Animal Control increase due to 3% raise in personnel salaries. SPCA increase represents parking lot renovations, start-up costs for on-site spay/neuter clinic and new furniture.

	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimated	FY 2008 Estimated
Complaints Received	415	195	200	205
Deceased animals on City roads	165	12	12	12
Dogs Impounded	140	45	40	65
Impounded Dogs Reclaimed	40	24	21	28
Impounded Dogs Adopted	55	11	12	22
Hours Spent on Patrol	1,760	147	145	150
Poquoson Dogs and Cats Surrendered	550	116	120	176
Poquoson Dogs and Cats Adopted	310	55	60	87

ENGINEERING

Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	$ 170,811	$ 97,309	$ 105,570	**$ 109,290**	$ 3,720	3.5%
Operating Expenses	21,186	10,126	13,090	**15,479**	2,389	18.3%
Capital Outlay	3,412	814	1,500	**1,500**	-	0.0%
Totals	$ 195,409	$ 108,249	$ 120,160	**$ 126,269**	$ 6,109	5.1%

Personnel Summary

	FY 2005 Authorized	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized
Director of Engineering & Utilities	1	1	1	1
Civil Engineer I	1	0	0	0
Administrative Secretary (FTE)	0.50	0	0	0
Part Time (FTE)	0.35	0	0	0
Totals	2.85	1	1	1

Goals and Objectives

* Complete Pump Station #2 upgrade.
* Complete design work for Wythe Creek Road South project.
* Begin Sanitary Sewer Evaluation System (SSES).
* Reapply for Virginia Pollutant Discharge Elimination System (VPDES) Phase II MS4 Permit.
* Complete excavation enlarging lake at South Lawson Park; complete fill and grading of park to provide drainage; and create ball fields, entrance roadway, bike path and parking.

ENGINEERING

Major Departmental Functions

* Coordinate activities of Public Works, Public Utilities and Fleet Management.
* Manage special projects related to the City's infrastructure.
* Coordinate and participate in outside agencies (i.e. Hampton Roads Planning District, Virginia Penninsula Public Service Authority, Hampton Roads Public Works Association, etc.).
* Meet with residents, staff and City Council members to provide solutions to issues such as drainage, traffic, and other infrastructure related matters of citizen concerns.
* Coordinate with state and federal agencies including Evironmental Protection Agency (EPA), U.S. Army Corps of Engineers, Department of Environmental Quality, Virginia Department of Transportation, Department of Conservation and Recreation, Virginia Marine Resource Commission and others.
* Expand City GIS features to include all infrastructure including utilities and all public right-of-way.

Performance Measures	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimated	FY 2008 Estimated
Capital Projects	15	16	17	18
Citizen Inquiries/Request Information	4,800	5,000	2,750	2,750
Right-of-Way Permits	107	150	150	250
Special Projects	14	14	15	18

Significant Budget Items

* Increase in personal services is due to merit increase and health insurance.
* Engineers' continuing education required by law for licensing contributes to the increase in operating expenses.

Program Accomplishments

* Created three (3) Little League Fields to replace fields absorbed in Poquoson Elementary School project.
* Contracted for aerial photography and LIDAR (Laser Imaging Detection Ranging) to produce topographic information for City.
* Received State funding for nine (9) drainage projects through revenue sharing grants.
* Surveyed and met with VDOT to establish design for widening of southern portion of Wythe Creek Road and requested Metropolitan Planning Organization (MPO) to add State funds to project.
* Completed Lodge Road drainage study, provided traffic impact analysis studies for community development and resolved environmental issues at South Lawson Park.
*Analyzed and designed upgrade for Pump Station #2, review all subdivision and commerical site plans and drafted for City Council approval Illicit Discharge Ordinance.

PUBLIC WORKS

Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	$ 673,155	$ 662,275	$ 786,600	**$ 842,400**	$ 55,800	7.1%
Operating Expenses	119,909	182,863	136,760	**143,279**	6,519	4.8%
Capital Outlay	81,026	75,195	83,300	**97,200**	13,900	16.7%
Totals	$ 874,090	$ 920,333	$ 1,006,660	**$ 1,082,879**	$ 76,219	7.6%

Personnel Summary

	FY 2005 Authorized	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized
Director of Public Works	1	1	1	1
Deputy Director of Public Works	1	1	1	1
Construction Inspector	1	1	1	1
Equipment Operations Foreman	1	1	1	1
Equipment Operator III	1	1	2	1
Equipment Operator II	0	1	1	1
Equipment Operator I	2	1	0	1
Maintenance Worker III	3	2	3	3.5
Maintenance Worker II	1	2	0	0
Maintenance Worker I	3	3	4	4
Secretary (FTE)	0.5	0.5	0.5	0.5
Totals	14.5	14.5	14.5	15.0

Goals and Objectives

* Oversee construction and maintenance of all City streets in accordance with Virginia Department of Highways and Transportation standards to ensure safe vehicle operation for all motorists.
* Maintain all City public right-of-ways to create a positive City image and promote safety and environmental quality throughout the City. Maintenance includes cleaning streets twice a year, mowing grass and medians during normal growing season, beautification and maintenance of landscaped areas.
* Scheduling infrastructure maintenance using the departmental computer system to increase efficiency.
* Schedule at least one in-house training session per month. Sessions train employees for more versatility in infrastructure maintenance, "on and off the job" safety issues, and teach correct procedures for performance of specific tasks.
* Produce in-house work procedure videos to train employees in safe and efficient ways to complete jobs.
* Continue to complete 100% of all work orders within the same week of receipt of request.
* Use time factors for each job in Public Works Department to assist in estimating work completion time and scheduling.
* Continue to upgrade roadside and outfall drainage systems throughout the City according to drainage study.
* Return the City's infrastructure back to the condition of pre-Tropical Storm Ernesto which occurred on September 1, 2006.
* Widen street shoulders, if possible, on any street repaving project.

PUBLIC WORKS

Major Departmental Functions

* Construct and maintain all City streets to Virginia Department of Transportation standards. Perform preventative maintenance on City streets to maximize expected life including timely shoulder maintenance, street restoration, pothole repair, paving, and drainage maintenance.
* Keep roadside drainage ditches clean to eliminate standing water breeding mosquitoes and to reduce pavement failure.
* Keep curb and gutters clean to reduce stoppages and improve pavement life.
* Maintain road shoulders by placing stone along edge of pavement, mowing grass and policing litter.
* Maintain traffic control devices, traffic lines, traffic lights, traffic signs and no wake signs in the local waterways.
* Provide safe travel for the public on City right-of-ways including keeping streets clear of snow and ice.
* Review new construction plans and perform inspections.

Performance Measures	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimated	FY 2008 Estimated
Street Maintenance:				
Asphalt Material Used for Patching (tons)	227	180	150	175
Asphalt Paving Material Applied (tons)	2,792	3,690	3,000	4,000
Delivery of cases of Green Bags	1,154	1,371	2,000	100
Installation of New Drainage Pipe (feet)	402	340	400	400
Pavement Crack Sealing (lbs)	100	0	500	800
Regrading of Roadside Ditches (feet)	29,361	12,400	30,000	33,000
Stone Used for Street Maintenance (tons)	604	875	1,000	1,200
Work Orders Completed	157	132	150	170
Construction Inspections Performed:				
Driveways	88	102	75	90
Erosion & Sediment Control	82	115	100	120
Sewer	6	6	10	11
Curb & Gutter (feet)	15,288	24,308	22,000	24,000
Sanitary Sewer Pipeline (feet)	5,619	6,668	6,800	7,000
Storm Pipe & Drainage Ditches (feet)	6,418	13,021	13,500	14,000
New Street Construction (feet)	22,066	16,026	18,000	19,000

Significant Budget Items

* Increase in personal services is due to a merit increase, health insurance and transfer of employee for half of year from the Solid Waste department.
* High motor vehicle/equipment repair costs, higher gas and oil cost increased operating expenses.
* Increase in capital outlay due to increased cost of concrete and labor for curbs, gutters and sidewalks.

Program Accomplishments

* The department is still working to assist the City's recovery from Tropical Storm Ernesto, cleaning outfall and roadside ditches and cleaning up debris from the two nor'easters.
* Widened shoulders on Messick Road during repavement to improve pedestrian and bicycle safety.
* Supplemented the equipment budget with on-line auction sales of old and replaced equipment.
* Installed phase one of outfall ditch upgrade for Laydon Way drainage project.
* Assisted in and directed clean up of 296 Messick Road, a Poquoson Industrial Development Authority (IDA) property overgrown with debris.

STREET LIGHTS

Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	$ -	$ -	$ -	**$ -**	n/a	n/a
Operating Expenses	53,866	63,906	65,000	**68,000**	3,000	4.6%
Capital Outlay	-	1,911	3,000	**3,000**	-	0.0%
Totals	$ 53,866	$ 65,817	$ 68,000	**$ 71,000**	$ 3,000	4.4%

Personnel Summary

N/A

Goals and Objectives

* Provide electricity for the City streetlights in order to maintain a safe community.

STREET LIGHTS

Major Departmental Functions

* This department contains funding for electricity for existing streetlights and the installation of new streetlights. Developers pay the cost of installing streetlights in new subdivisions. The City is responsible for paying the cost of installing new streetlights in already developed areas.
* This department also provides funding for electricity for the Christmas lights along Wythe Creek Road, which are illuminated during the holiday season and are maintained by the Public Works Department.

Performance Measures

	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimated	FY 2008 Estimated
Number of Street Lights	507	528	546	561
New Lights Installed:				
City Installed	9	2	2	2
Developer Installed	12	19	13	15

Program Accomplishments

* Provided the necessary electrical services essential for public safety.
* Arranged for Dominion Virginia Power to replace burnt out light bulbs in the City.

GENERAL PROPERTIES

Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	$ -	$ -	$ -	**$ 93,300**	$ 93,300	n/a
Operating Expenses	85,964	169,213	100,320	**115,620**	15,300	15.3%
Capital Outlay	18,869	12,763	15,500	**19,000**	3,500	22.6%
Totals	$ 104,833	$ 181,976	$ 115,820	**$ 227,920**	$ 112,100	96.8%

Personnel Summary

	FY 2005 Authorized	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized
Construction Inspector	0	0	0.4	1
Totals	0.0	0.0	0.4	1.0

Goals and Objectives

* Coordinate the upkeep, maintenance and cleaning of the City Hall complex for use by the staff and citizens of the City of Poquoson.
* Insure that the products used will be the best available for the long term life of the structures and the venders are the best qualified while keeping in compliance with proper financial accounting procedures.

GENERAL PROPERTIES

Major Departmental Functions

* Fund the operation of the City Hall building including common areas shared with the Library and School Board Office.
* A portion of this department's cost is supported by the Poquoson School Administration's rent of $25,600 per year.
* Operating items include general liability and property insurance; building heating, ventilation, and air conditioning repairs; utilities including electricity, natural gas, water and sewer; building and grounds maintenance; and janitorial services and supplies.

Significant Budget Items

* Increase in personal services due to merit increase and health insurance.
* Increase in operating costs due to purchase of tools for maintenance of building and janitorial fixtures replacement and kitchen renovations.
* Planned purchase of 10 new chairs for City Hall conference room represents the capital outlay increase

HEALTH DEPARTMENT

Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	$ -	$ -	$ -	**$ -**	n/a	n/a
Operating Expenses	42,966	45,101	47,671	**45,720**	(1,951)	-4.1%
Capital Outlay	-	-	-	-	n/a	n/a
Totals	$ 42,966	$ 45,101	$ 47,671	**$ 45,720**	$ (1,951)	-4.1%

Personnel Summary

N/A

Goals and Objectives

* Continue to provide funding for the City's use of the regional Public Health Department's services as well as $200 for the cost of the medical examiner.

HEALTH DEPARTMENT

Major Departmental Functions

* Provide for the City's contribution to the York/Poquoson Health Department, an organizational unit of the Peninsula Health District. The Peninsula Health District is funded through a cooperative agreement between its five local governments and the Commonwealth of Virginia. The City's minimum "match" requirement is 32.545%.
* The Health Department offers a wide range of preventative, diagnostic and rehabilitative medical and health services to City residents. Clinics are held regularly for family planning, immunization, pediatrics, and senior citizen medical exams, among others. Nurses provide home care for homebound patients. Sanitarians inspect all eating establishments, train food handlers, supervise the installation and proper operation of septic tanks, inspect housing, and provide rabies surveillance for all animal bites.
* The Health Department has a mobile unit that visits Poquoson on a once a month basis to provide services in a closer location to the citizens of Poquoson.

MOSQUITO CONTROL

Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	$ 93,346	$ 88,705	$ 110,970	**$ 118,300**	$ 7,330	6.6%
Operating Expenses	76,420	71,031	83,550	**154,589**	71,039	85.0%
Capital Outlay	3,465	6,961	1,300	**1,500**	200	15.4%
Totals	$ 173,231	$ 166,697	$ 195,820	**$ 274,389**	$ 78,569	40.1%

Personnel Summary

	FY 2005 Authorized	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized
Mosquito Control & Drainage Supervisor	1	1	1	1
Equipment Operator I	1	1	1	1
Totals	2.0	2.0	2.0	2.0

Goals and Objectives

* Obtain drainage easements in areas where outfall ditches need to be upgraded.
* Have property owners remove obstructions from drainage easements to allow proper cleaning with City equipment.
* Educate the public on mosquito prevention and how important it is to keep drainage easements free of obstructions.
* Continue to stress on and off the job safety through departmental training.
* Improve drainage maintenance and mosquito prevention with additional manpower and equipment.
* Have all drainage systems be constructed of cement swales and/or cement pipes.
* Continue to use contracted labor to assist in the maintenance of outfall ditches.
* Re-instate the City's blanket permit with the Army Corps of Engineers so the cleaning of outfall ditches in tidal areas can be accomplished.
* With approved funding for additional employees, the cleaning of outfall ditches throughout the City on a preventative maintenance schedule will be possible.

MOSQUITO CONTROL

Major Departmental Functions

* Provide good drainage in the City's right-of-ways to improve pavement life.
* Eliminate or treat standing water to reduce mosquito breeding.
* Keep outfall drainage ditches clean to improve water runoff from streets and reduce property flooding.
* Spray mosquito adulticide and larvacide to reduce chance of infectious diseases carried by mosquitoes.
* Provide education of employees by attending job related meetings, conventions and in-house training.

Performance Measures

	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimated	FY 2008 Estimated
Cleaning Outfall Ditches by Hand (Feet)	57,775	25,050	58,000	58,000
Cleaning Outfall Ditches with Equip (Feet)	2,299	400	3,500	4,500
Drainage Pipe Installed (Feet)	402	340	400	420
Drainage Structures Maintained	310	310	315	325
Larvicide for Mosquito Control (Pounds)	5	30	30	30
Mosquito Spray Applied (Gallons)	100	50	110	110
Regrading of Roadside Ditches (Feet)	29,361	12,400	30,000	32,000
Weed Killer Applied (Gallons)	25	100	30	200

Significant Budget Items

* Increase in operating expenses due to contracted labor to assist in the maintenance of City drainage ditches located through out the City.

Program Accomplishments

* Increased number of outfall drainage ditches cleaned over the past year.
* Provided education programs at the Public Library on mosquito awareness and prevention.

MENTAL HEALTH

Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	$ -	$ -	$ -	**$ -**	n/a	n/a
Operating Expenses	123,504	136,204	149,660	**160,710**	11,050	7.4%
Capital Outlay	-	-	-	**-**	n/a	n/a
Totals	$ 123,504	$ 136,204	$ 149,660	**$ 160,710**	$ 11,050	7.4%

Personnel Summary

N/A

Goals and Objectives

* Provide funding to Colonial Services Board for Poquoson's share of needed programming for mental health, mental retardation, or substance abuse.
* Provide services for outreach detention, community supervision, and Crossroads Teen House.

MENTAL HEALTH

Major Departmental Functions

* Provide the City's contribution to the Colonial Services Board, a regional agency that provides overall administration and coordination of mental health, mental retardation and substance abuse programs for Poquoson, York County and James City County. Services include psychiatric evaluation and treatment, individual and group counseling, drug and alcohol abuse treatment, vocational workshops for the developmentally disabled, special education and rehabilitation programs for handicapped children. Local funding is shared according to a predetermined formula. Funding for administrative expenses is based on 20% of the City's population and 80% on current utilization figures. The Headquarters for the Colonial Services Board is located in Williamsburg.
* Provide for City contribution to the Crossroads Teen House, located in Williamsburg, which serves youth who are removed from a home setting but for whom traditional institutional care would not be appropriate.

Budget Detail	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget
Colonial Services Board	$100,412	$109,440	$117,490	**$127,000**
Crossroads Programs	23,092	26,764	32,170	**33,710**
Totals	$123,504	$136,204	$149,660	**$160,710**

Significant Budget Items

* The projected increase in operating costs is due to increased cost of Colonial Services Board services provided to Poquoson citizens and increased cost of the Crossroads Programs.

WELFARE / SOCIAL SERVICES

Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	$ -	$ -	$ -	**$ -**	n/a	n/a
Operating Expenses	487,215	453,124	517,800	**511,420**	(6,380)	-1.2%
Capital Outlay	-	-	-	**-**	n/a	n/a
Totals	$ 487,215	$ 453,124	$ 517,800	**$ 511,420**	$ (6,380)	-1.2%

Personnel Summary

N/A

Goals and Objectives

* Maintain the current level of services to our citizens.
* Increase Federal reimbursement through revenue maximization projects in order to offset State general fund reductions.
* Reduce local match requirements.

WELFARE / SOCIAL SERVICES

Major Departmental Functions

* This department funds the Peninsula Agency on Aging, Social Services, Department of Medical Assistance Service, and Comprehensive Services Act (CSA).

Budget Detail	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget
Comprehensive Services Act	$ 390,143	$ 351,564	$ 412,000	**$ 400,000**
Department of Medical Assistance	1,227	2,941	2,500	**3,000**
Peninsula Agency on Aging	2,757	2,400	2,500	**2,580**
Social Services	93,088	96,220	100,800	**105,840**
Totals	$ 487,215	$ 453,125	$ 517,800	**$ 511,420**

Significant Budget Items

* Comprehensive Services costs can fluctuate depending on the number of caseloads and type of treatment. Projections indicate that this will be $400,000 in FY 2008. The State share of expenses is 72.13% of qualified expenses and the City share is 27.87%. FY 2008 local cost to the City is $111,500 for CSA.

SCHOOL CONTRIBUTION

Expenditures Summary

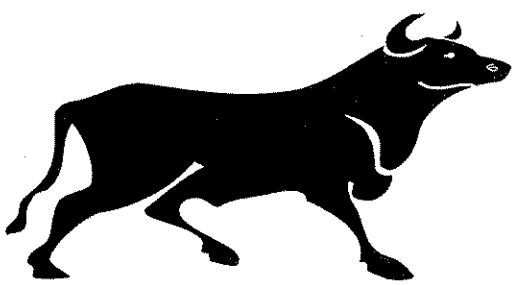
	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	$ Change From 2007 Budget	% Change From 2007 Budget
Operating Expenses	$ 7,256,200	$ 7,456,200	$ 7,880,000	**$ 8,274,000**	$ 394,000	5.0%
Totals	$ 7,256,200	$ 7,456,200	$ 7,880,000	**$ 8,274,000**	$ 394,000	5.0%

Personnel Summary

N/A

Goals and Objectives

* Provide a curriculum that meets the goals and objectives of the mandated State Standards of Learning (SOL).
* Increase student achievement, which can be evidenced by scores on the Virginia State Assessment program.
* Maintain a safe, comfortable environment which allows for diversity among individuals.
* Encourage professionalism and mutual respect among staff, students, and the community.



Poquoson High School Mascot

SCHOOL CONTRIBUTION

Major Departmental Functions

* City Council appoints a seven member School Board to administer the Poquoson City School system. The School Board is the policy making body for the school system and appoints the School Superintendent who is responsible for the day-to-day administration of the schools. Funding for the operation of the schools and administration is shared by the State and the City with some limited assistance from the Federal government. The State's funding is determined by a formula based on Poquoson's composite index which generally measures local effort and ability to pay.

Performance Measures

Poquoson students consistently score above the State average on the SOL tests. These tests are administered to third, fifth, eighth, and ninth through twelfth grade students each Spring. Scores for the various subject areas and grades range from a pass rate of 76% to 100%.

Significant Budget Items

* The FY 2008 adopted budget funds $8,274,000 of the $8,546,081 School request, a shortage of $272,081. The School's budget is based on an average daily membership of 2,572 students for the FY 2008 school year.
* The School's overall adopted budget of $8,274,000 is an increase of $394,000 or about 5% above the FY 2007 budget. This budget reflects the School Board's commitment to attract and retain the best teachers by including a 3% salary increase for teachers. Paraprofessional's salary scale will result in an average 14% increase. The School's budget projects four additional staff positions for FY 2008.
* The FY 2008 Budget includes funds to cover increases in VRS and retiree health care credit costs for classified staff. Also included are additional funds to address increased costs in other instructional and operational areas.

Program Accomplishments

* Maintained a high percentage of high school graduates who pursue post secondary education.
* Continued among the highest SOL test scores in the State.
* Continued commitment to provide technology training for all staff members.
* Expanded the use of technology in the classroom, improved networking capabilities, and added significant computer hardware.

SCHOOL CAPITAL CONTRIBUTION

Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	$ Change From 2007 Budget	% Change From 2007 Budget
Capital Outlay	$ 54,863	$ 98,904	$ -	$ -	n/a	n/a
Totals	$ 54,863	$ 98,904	$ -	$ -	n/a	n/a

Personnel Summary

N/A

Goals and Objectives

* Purchase school bus from any unspent School funds at the end of FY 2007.

SCHOOL CAPITAL CONTRIBUTION

Major Departmental Functions

* The department accounts for occasional transfers to the Schools for capital purchases. The majority of School capital needs are accounted for in the Capital Projects Fund.

Significant Budget Items

* The Schools are required by City Charter to return any unspent funds of the Schools to the City at the end of the fiscal year. Any unspent FY 2007 funds will be appropriated in FY 2008 for the purchase of school buses and other capital improvements. This will be handled with a supplemental budget appropriation.

PARKS & RECREATION

Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	$ 153,723	$ 166,077	$ 205,390	**$ 212,800**	$ 7,410	3.6%
Operating Expenses	106,493	113,435	121,350	**124,193**	2,843	2.3%
Capital Outlay	1,738	2,484	9,700	**5,500**	(4,200)	-43.3%
Totals	$ 261,954	$ 281,996	$ 336,440	**$ 342,493**	$ 6,053	1.8%

Personnel Summary

	FY 2005 Authorized	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized
Director of Parks & Recreation.	1	1	1	1
Parks Maintenance Supervisor	1	1	1	1
Program Specialist	0	0	0.5	0.5
Parks Maintenance Worker	1	1	1	1
Part Time (FTE)	0.5	0.2	0.2	0.2
Totals	3.5	3.2	3.7	3.7

Goals and Objectives

* Provide the City of Poquoson a comprehensive system of parks, recreation, and leisure services that are of the highest quality and most beneficial to improving the quality of life for its citizens.
* Continue to develop and implement a comprehensive maintenance program for recreation, park, municipal, and school facilities.
* Continue to renovate and upgrade park athletic facilities to meet expected increases in use. Efforts include core aeration, seeding, fertilizing, grading and adding needed infield mix to ballfields.
* Improve the current system to serve the public for program registration, information distribution, facilities scheduling and tracking participant satisfaction. Develop a telephone call-in registration system with the ability to accept credit card payments.
* Continue to work with the Parks & Recreation Advisory Board for the implementation of strategies identified in the Parks & Recreation Master Plan.
* Update the Parks and Recreation Master Plan and City Comprehensive Plan to reflect current changes and citizen needs.
* Continue to plan for needed recreational facilities in the Capital Improvements Plan.

PARKS & RECREATION

Major Departmental Functions

* Plan, coordinate, organize and administer a variety of programs, activities and special functions to meet the needs of Poquoson citizens.
* Care for and maintain 36 acres of recreation, park and municipal property; this includes 8 baseball/softball fields, 7 soccer fields, 2 football fields, 3 tennis courts, 3 playgrounds, 4 picnic areas, Municipal Park Community Center, the 200,000 gallon municipal swimming pool and the City's public boat launching facilities.
* Coordinate departmental/school/independent league/community group activities at park/recreational/school facilities.

Performance Measures

	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimated	FY 2008 Estimated
Programs Offered	200	205	210	215
Facilities Maintained	51	51	51	51
Leagues Supported	27	27	27	27
Games Scheduled/Played	1,785	1,780	1,784	1,775

Significant Budget Items

* Increase in personal services is due to a merit increase and health insurance.
* Increase in capital outlay due to replacement of a 7 year old lawn mower and a 12 year old tractor.

Program Accomplishments

* Developed and administered long-range and short-term recreational, park, and municipal usage calendars.
* Introduced new innovative programs such as new community health fair, yoga, and water aerobics.
* Prepared facilities for 3 soccer, 66 softball, 245 baseball, and 27 field hockey games.
* Continued work on development of South Lawson Park, Little League fields and Oxford Run Canal Trail.
* Updated the recreation section of the City's Comprehensive Plan.
* Developed a new blueway and trail plan for the City.
* Increased program offerings by about 50% with the addition of a part-time Recreation Programmer.

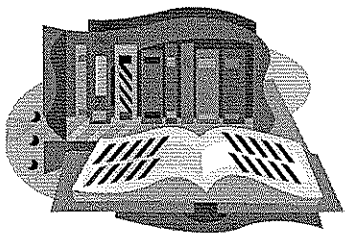
LIBRARY

Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	$ 360,322	$ 392,281	$ 421,850	**$ 470,350**	$ 48,500	11.5%
Operating Expenses	86,178	106,929	94,180	**118,657**	24,477	26.0%
Capital Outlay	122,214	151,661	149,481	**132,200**	(17,281)	-11.6%
Totals	$ 568,714	$ 650,871	$ 665,511	**$ 721,207**	$ 55,696	8.4%

Personnel Summary

	FY 2005 Authorized	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized
Library Director	1	1	1	1
Senior Library Associate/System Admin	1	1	1	1
Library Associate	2	2	2	2
Secretary	1	1	1	1
Library Associate (FTE)	1	1.5	1.5	1.5
Senior Library Assistant (FTE)	1.25	1.45	1.45	1.45
Library Assistant (FTE)	2.70	3.00	3.00	3.50
Library Page (FTE)	0.50	0.50	0.50	0.50
Totals	10.45	11.45	11.45	11.95



Goals and Objectives

* Continue to develop the Library's resources and services on a wide variety of formats to meet the educational, informational, and leisure needs of the community.
* Provide informational, recreational and cultural programs and activities to enrich the community.
* Implement the Library's new operating system, Horizon 8.0, to make the library services more convenient and accessible.
* Provide up-to-date and high quality technology resources and services which results in positive library experiences.

LIBRARY

Major Departmental Functions

* Operate as a free public lending facility with reading materials for all ages.
* Provide high-quality up-to-date service that is quick, efficient and convenient.
* Serve as a community center where exhibits, workshops, book talks, storytimes, poetry readings, musical performances, reading clubs and other programs and activities for all ages are offered.
* Provide meeting facilities and information on community issues and services.
* Work with the Library Advisory Board, Friends of the Library, library volunteers, and the local business partners to encourage library usage in the community.
* Encourage pre-schoolers to develop an interest in reading and learning through services for children and for parents and children together.
* Support students in their educational needs with the various public library/school cooperative programs.
* Promote life long learning.

Performance Measures	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimated	FY 2008 Estimated
Active Library Members	12,073	12,123	12,000	12,000
Attendance at Library Programs	9,719	8,431	10,000	10,000
Circulation	181,360	189,480	200,000	200,000
Documents Notarized	305	421	400	400
Interlibrary Loans	102	78	100	100
Internet, MS Office, etc. usage	17,096	20,108	20,000	20,000
Items Purged	5,132	4,846	5,000	5,000
Library Visits	126,113	123,083	123,000	123,000
Meeting Room Usage	921	1,178	1,100	1,100
New Items added to Collection	6,344	8,186	7,000	7,000
Overdue Items Retrieved	3,868	4,195	4,000	4,000
Reading Material Reserves	6,276	7,173	7,000	7,000
Web Page Hits	4,812	33,561	35,000	35,000

Significant Budget Items

* FY 2008, personal services increase is due to a merit increase and health insurance, reclassification of part time staff and addition of 1 part time employee.
* In FY 2008, the City will receive $138,600 in State Aid for purchase of books, videos, subscriptions and professional salaries.

Program Accomplishments

* Hennen's American Library Ratings ranked Poquoson Public Library as 5th best in Virginia and 96th best in the nation.
* The 30th anniversary of the Library was celebrated with an open house, the opening of a 1996 time capsule, a bookmark design contest, a PowerPoint presentation and a history scrapbook.
* The Library was presented with three state awards: Outstanding Public Relations Project, Outstanding Young Adult Program and Outstanding Children's Program.

PLANNING

Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	$ 169,649	$ 284,446	$ 304,200	**$ 331,390**	$ 27,190	8.9%
Operating Expenses	33,450	13,569	28,840	**33,344**	4,504	15.6%
Capital Outlay	18,265	3,616	3,900	**78,069**	74,169	1901.8%
Totals	$ 221,364	$ 301,631	$ 336,940	**$ 442,803**	$ 105,863	31.4%

Personnel Summary

	FY 2005 Authorized	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized
Coordinator of Community Development	0	1	1	1
Planning & Community Dev Director	1	0	0	0
Planner/Deputy Zoning Administrator	1	0	0	0
Principal Planner	0	1	1	1
Civil Engineer I	0	1	1	1
Environmental Compliance Officer	1	1	1	1
Administrative Secretary (FTE)	0.5	1	1	1
Part Time (FTE)	0.1	0.45	0.45	0.45
Totals	3.6	5.45	5.45	5.45

Goals and Objectives

* Assist the IDA, City Manager, and City Council in the development of land.
* Continue to lead the Development Review Committee in processing development plans and Environmental Management Ordinance development and wetland permits.
* Assist in the development of a GIS Program for the City.
* Continue to seek grants in conjunction with adherence to the Chesapeake Bay Ordinance.
* Work with the Virginia Department of Transportation in planning for City roadway improvements.
* Continue to work with Hampton Roads Planning District Commission in monitoring development of regional planning practices and issues.
* Continue to update City land use ordinances to reflect the City's economic development needs and trends.
* Assist in the adoption and implementation of the updated 2005-2009 Comprehensive Plan.
* Strive to provide professional, expeditious, thorough, accurate and courteous service to the public on local, state and federal land use regulations.

PLANNING

Major Departmental Functions

* Update and administer City land use ordinances including Zoning Ordinance, Subdivision Ordinance, Erosion & Sediment Control Ordinance, Site Plan Ordinance, Wetlands Ordinance and Sign Ordinance.
* Prepare special project studies as assigned by the City Manager.
* Provide technical assistance to other departments, real estate agents, developers, contractors, and citizens. Provide staff support to City Council, Planning Commission, Board of Zoning Appeals, Wetlands Board, Architectural Review Board and Industrial Development Authority.
* Promote economic development through comprehensive planning, rezoning and master planning process.
* Process all new subdivision proposals for presentation to City Council and Planning Commission.
* Coordinate and serve as lead department for the Environmental Development Plan Review Committee.
* Coordinate and monitor ongoing residential and commercial site development.
* Review and monitor all CBLAD enforcement activities, erosion & sediment control plans and E&S measures through project.
* Develop and maintain community access channel and administer free garbage bag program.
* Plan for completion of comprehensive plan and assist in on-going hurricane recovery effort.
* Administer Farm Animal Permits.

Performance Measures	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimated	FY 2008 Estimated
Citizen requests for information	1,400	1,500	1,600	1,600
City Council/Board/Comm Agenda Items	115	120	125	125
Comprehensive Plan Implementation	10	10	10	10
Major subdivision plans reviewed	25	15	15	15
Minor subdivision plans reviewed	8	8	15	15
Sign Permit Applications	60	60	60	60
Site Plans reviewed	15	15	15	15
Special Projects (non Planning)	10	10	10	10
Zoning Ordinance/City Code Amendments	50	50	50	50

Significant Budget Items

* Increase in personal services is due to a merit increase and health insurance.
* FY 2008 increase in capital outlay for GIS related expenses.

Program Accomplishments

* Participated in the planning for development in the Big Woods.
* Implemented Chesapeake Bay program requirements. Amended the Zoning Map to reflect changes.
* Continued the process of updating the City's 2008 - 2012 Comprehensive Plan.
* Processed 79 land use applications.
* Received a grant from CBLAD for brochure printing.
* Obtained State approval of local Chesapeake Bay Phase I program.
* Assisted in the development of new Planned Development Zoning District.

PLANNING / BZA / WETLANDS / ARB

Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	$ -	-	$ -	$ -	n/a	n/a
Operating Expenses	7,547	7,492	6,200	**7,100**	900	14.5%
Capital Outlay	-	-	-	-	n/a	n/a
Totals	$ 7,547	$ 7,492	$ 6,200	**$ 7,100**	$ 900	14.5%

Personnel Summary

N/A

Goals and Objectives

Architectural Review Board (ARB)

* Regulate exterior appearance of buildings, structures and improvements proposed for erection or alteration in the Village Commercial, General Commercial and Research and Development Districts in the Big Woods and along B-2 zoned segments of Wythe Creek Road.
* Encourage construction of attractive commercial development and prevent garish, bizarre and inappropriate exterior designs which could deteriorate the appearance of development and ultimately threaten the integrity of future development and revenue within the City of Poquoson.

Board of Zoning Appeals (BZA)

* Provide relief to property owners from the Zoning Ordinance when the strict application of the ordinance would prevent the reasonable use of land. Determine mitigation requirements.

Planning Commission

* Provide competent, expedient and professional advice and technical support to City Council pertaining to land use and development issues facing Poquoson.
* Expand upon staff's knowledge and technical abilities of planning, land use, development, and zoning issues.
* Assist in guiding development in a fashion consistent with the Comprehensive Plan.

Wetlands Board

* Provide competent, expedient and professional services and technical support to property owners proposing to perform development activities in wetlands.
* Protect Poquoson's environmentally sensitive wetlands, through the enforcement and administration of local and State wetlands laws and expand upon the Board's and staff's knowledge and technical abilities pertaining to the use and protection of wetlands.
* Make determinations of "imminent danger of erosion" in aftermath of significant storm events for issuance of emergency permits.

Development Review Committee

* Review site and subdivision plans, proposed RPA encroachment on grandfathered lots, grant waivers where appropriate and determine mitigation requirements.

PLANNING / BZA / WETLANDS / ARB

Major Departmental Functions

* Process a variety of land use applications.
* Assist public in City land use policies and standards.
* Prepare and modify the City's Comprehensive Plan.
* Serve as staff liaison to various Boards/Commissions and Committees.
* Prepare applications for public hearings, inspecting sites, monitoring construction, assisting public in preparation and delivery of formal applications.
* Presentations to City Council/Boards/Commissions.

Performance Measures

	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimated	FY 2008 Estimated
Architectural Review Applications	15	15	15	15
Board of Zoning Appeals - Ches Bay Exceptions	45	55	55	55
Board of Zoning Applications	36	39	39	39
Ordinance Amendments	12	14	14	14
Wetland Board Applications	42	46	46	46

Program Accomplishments

* Process applications in a timely manner.

ECONOMIC DEVELOPMENT

Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	$ -	$ -	$ -	**$ -**	n/a	n/a
Operating Expenses	5,325	11,580	5,330	**6,830**	1,500	28.1%
Capital Outlay	-	-	-	**-**	n/a	n/a
Totals	$ 5,325	$ 11,580	$ 5,330	**$ 6,830**	$ 1,500	28.1%

Personnel Summary

N/A

Goals and Objectives

* Strengthen the employment and tax base of the community through economic development activities.
* Assist in the marketing of the Big Woods and Messick Point.
* Participate in regional planning efforts to establish and implement development opportunities and define the region's priorities. An overall goal is to improve the competitiveness of the region especially in employment and income growth.

ECONOMIC DEVELOPMENT

Major Departmental Functions

* Retain and expand existing businesses and recruit new prospects. Promote quality safe and environmentally friendly growth in the City.

Budget Detail	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget
Public/Private Partnership	$ 5,000	$ 5,325	$ 5,330	**$ 5,325**
Advertising	-	6,250	-	**1,505**
Total	$ 5,000	$ 11,575	$ 5,330	**$ 6,830**

COMMUNITY DEVELOPMENT

Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	$ -	$ -	$ -	**$ -**	n/a	n/a
Operating Expenses	139,741	138,389	173,781	**150,751**	(23,030)	-13.3%
Capital Outlay	-	-	-	**-**	n/a	n/a
Totals	$ 139,741	$ 138,389	$ 173,781	**$ 150,751**	$ (23,030)	-13.3%

Personnel Summary

N/A

Goals and Objectives

* Continue to contribute to a number of agencies which provide services to disadvantaged, elderly, and youth.
* Continue to contribute to agencies which provide services which help benefit Poquoson's economy, including those which attract new businesses to the area and increase local tourism.

COMMUNITY DEVELOPMENT

Major Departmental Functions

* Participate in agencies which provide services that improve the quality of life for citizens of Poquoson.

Budget Detail	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget
Litter Control Grant	$ 1,727	$ 6,298	$ 4,370	**$ 6,000**
Contributions to Agencies:				
Airport Blue Ribbon	6,000	6,000	6,000	**6,000**
CNU Center for Arts	20,000	20,000	20,000	**-**
Disabilities Transportation	6,000	6,000	6,000	**6,000**
Hampton Roads Economic Development	-	11,844	11,700	**11,811**
Hampton Roads Planning District Comm (HRPDC)	7,130	9,430	9,594	**9,594**
HRPDC Municipal Construction Standards	365	365	371	**371**
HRPDC Other Projects	4,178	3,566	3,717	**4,478**
HRPDC Regional Groundwater Mitigation	3,321	3,352	3,384	**3,421**
HRPDC Stormwater Management Program	1,052	10,102	10,048	**10,786**
HR Military/Federal Facilities Alliance	-	-	5,850	**5,176**
Jamestown 2007 400th Celebration	-	-	25,000	**-**
NASA/Langley	10,000	-	10,000	**10,000**
Peninsula Chamber of Commerce	1,750	1,750	1,750	**1,750**
Peninsula Council Workforce Development	14,125	6,040	5,967	**5,847**
Peninsula Emergency Medical Services	728	729	1,160	**1,156**
Peninsula Workforce Development Center	10,500	10,500	10,500	**10,500**
Poquoson Museum Foundation	10,000	10,000	6,000	**6,000**
Poquoson Historical Commission	2,500	500	500	**500**
Retired Senior Volunteer Program	2,000	2,200	2,200	**2,500**
Sister City	-	-	1,800	**-**
Small Business Development Center	3,000	3,000	3,000	**3,000**
Thomas Nelson Community College	9,922	10,270	13,570	**34,561**
TNCC - Technology	5,143	5,143	-	**-**
Transitions Family Violence Services	1,300	1,300	1,300	**1,300**
YMCA Contribution	10,000	10,000	10,000	**10,000**
Totals	$ 130,741	$ 138,389	$ 173,781	**$ 150,751**

Significant Budget Items

* In FY 2008, the fulfillment of obligation for CNU Center for Arts was negated by increase in facility costs to TNCC.
* Decrease in operating expenses due to the FY 2007 one-time appropriation to Jamestown 2007 400th Celebration of $25,000.

COMMUNITY RELATIONS

Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	$ 102,958	$ 110,479	$ 142,920	**$ 150,200**	$ 7,280	5.1%
Operating Expenses	27,489	27,136	22,030	**23,664**	1,634	7.4%
Capital Outlay	1,003	809	1,500	**1,700**	200	13.3%
Totals	$ 131,450	$ 138,424	$ 166,450	**$ 175,564**	$ 9,114	5.5%

Personnel Summary

	FY 2005 Authorized	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized
Community Relations/Events Manager	1	1	1	1
Program Specialist	1	1	1.5	1.5
Totals	2	2	2.5	2.5

Goals and Objectives

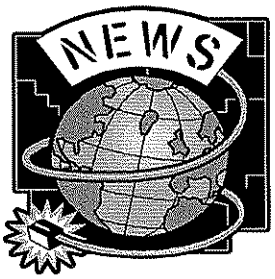
* Serve as the Public Information center for citizens; to include, preparation of the Annual Report, the City Service Directory and special mailings as necessary.
* Increase information provided in the "New Resident Welcome Bag" program to include not only comprehensive City service information, but also local civic group information.
* Continue to support Poquoson businesses in the form of an updated and re-distribued Business Directory, and development of a new promotional postcard highlighting Poquoson points of interest.
* With City, volunteer and corporate support, continue safe, family-oriented, high quality events to the citizens of Poquoson, including the Poquoson Seafood Festival, Child Fest, Fireworks in the Park, and the City Easter Egg Hunt.

COMMUNITY RELATIONS

Major Departmental Functions

* Programming, procuring corporate sponsorship, providing technical and logistical support for City sponsored Special Events such as the annual Poquoson Seafood Festival, Easter Egg Hunt, Child Fest, and Fireworks in the Park.
* Promoting positive communication between City government and residents through programs like "Ask The City", the "New Resident Welcome Bag," and other public programming mediums such as Community Cable TV Channel 47, the Victory Boulevard City sign board and public service announcements in local newspapers.
* Fostering a productive growth atmosphere for existing and future businesses.
* Scheduling and coordinating Business Breakfasts and an Annual Business Appreciation Luncheon for business owners and City officials.
* Preparing and mailing the City Annual Report, updating, revising, and distributing the City Service Directory to Poquoson residents and the Poquoson Business Resource Guide to local areas.

Performance Measures	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimated	FY 2008 Estimated
Business Directories Mialed	12,500	15,000	15,000	15,000
Business Appreciation Functions	2	2	2	1
Business Surveys Mailed	650	650	650	-
Employee Appreciation Events	3	3	3	3
Volunteer Appreciation Activity	1	1	1	1
Welcome Bags Distributed	80	100	120	120



Significant Budget Items

* Increase in personal services is due to a merit increase, health insurance and VRS.
* Capital outlay increase due to equipment upgrade to support and enhance Cable TV Channel 47 with graphic capabilities and remote location access.

Program Accomplishments

* Continued to provide Poquoson residents with civic/community information through increased programming on Community Cable TV Channel 47, Cox Communications, new resident Welcome Bag program and the City sign on Victory Blvd.
* Continued to provide support for Poquoson businesses in the form of an updated larger and re-distributed Business Directory, mailed to Poquoson, Tabb and Langley Air Force Base households.
* Continued to provide safe, family-oriented, high quality events with corporate, volunteer, and City support to the citizens of Poquoson, including the Poquoson Seafood Festival, Childfest, Fireworks in the Park and the City Easter Egg Hunt.
* Recognized the efforts of employees and citizen volunteers through employee and volunteer appreciation events.

NON-DEPARTMENTAL

Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	$ -	$ -	$ -	**$ -**	n/a	n/a
Operating Expenses	40,088	50,446	55,000	**59,500**	4,500	8.2%
Capital Outlay	-	-	-	**-**	n/a	n/a
Totals	$ 40,088	$ 50,446	$ 55,000	**$ 59,500**	$ 4,500	8.2%

Personnel Summary

N/A

Goals and Objectives

* Refund taxes, licenses and fees that occur in cases of erroneous real estate or personal property assessment or overpayment.
* Provide for a contingency for certain unanticipated expenses which inevitably arise during the year. Continue to keep the contingency account less than one quarter of one percent of the total general fund budget.

NON-DEPARTMENTAL

Major Departmental Functions

* Account for expenses that are not readily classified in other areas.
* Refund overpayment by citizens of local taxes, licenses and fees.
* Hold funds in reserve for any contingent situations which may occur.

Budget Detail	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget
Refunds	$ 2,356	$ 1,798	$ 8,000	**$ 5,500**
Treasurer Cash Overages/Shortages	108	118	-	**-**
Bank Charges/Returned Checks	7,749	5,980	5,000	**7,000**
Hurricane Katrina Assistance	-	11,540	-	**-**
Contingencies	29,875	31,010	42,000	**47,000**
Totals	$ 40,088	$ 50,446	$ 55,000	**$ 59,500**

Significant Budget Items

* Increase for Bank Charges/Returned Checks based on anticipated fees charged by banks for City accounts.
* In FY 2006, $11,540 for employees from Public Works who traveled to assist in the rebuilding efforts for the Hurricane Katrina victims. Also, donations in the amount of $11,610 were collected by residents, building materials were purchased and delivered directly to the hurricane devastated area.

DEPARTMENT OF MOTOR VEHICLES

Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	$ 74,502	$ 84,438	$ 93,800	**$ 95,540**	$ 1,740	1.9%
Operating Expenses	877	2,482	2,330	**2,454**	124	5.3%
Capital Outlay	-	2,948	1,100	**1,500**	400	36.4%
Totals	$ 75,379	$ 89,868	$ 97,230	**$ 99,494**	$ 2,264	2.3%

Personnel Summary

	FY 2005 Authorized	FY 2006 Authorized	FY 2007 Authorized	FY 2008 Authorized
DMV Service Clerk	2	2	2	2
Totals	2	2	2	2

Goals and Objectives

* Continue to provide excellent customer service to all DMV customers.

DEPARTMENT OF MOTOR VEHICLES

Major Departmental Functions

* Process applications for titling and registration of motor vehicles.
* Issue motor vehicle license plates and/or decals.
* Issue handicap placards.
* Issue driver transcripts.
* Collect fees, taxes, penalties and other monies in connection with above transactions.

Performance Measures	FY 2005 Actual	FY 2006 Actual	FY 2007 Estimated	FY 2008 Estimated
Total DMV Transactions	35,683	36,830	37,000	37,500

Significant Budget Items

* Increase in personal services is due to a merit increase and health insurance.
* In FY 2008, it is estimated that the DMV operations will generate $80,000 in revenue.

Program Accomplishments

* Cross-trained with Commissioner of the Revenue employees.
* Completed the implementation of the new DMV web based computer system.

TRANSFER TO OTHER FUNDS

Expenditures Summary

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget	$ Change From 2007 Budget	% Change From 2007 Budget
Personal Services	$ -	$ -	$ -	**$ -**	n/a	n/a
Operating Expenses	2,350,476	3,281,892	3,033,845	**3,066,926**	33,081	1.1%
Capital Outlay	-	-	-	-	n/a	n/a
Totals	$ 2,350,476	$ 3,281,892	$ 3,033,845	**$ 3,066,926**	$ 33,081	1.1%

Personnel Summary

N/A

Goals and Objectives

* Transfer money to Debt Service Fund to cover payment of all general governmental debt service.
* Transfer money to Special Revenue Fund for resident percentage share of grants for elevating homes.
* Transfer money to Parks and Recreation Fund to help the ongoing deficits of the fund.
* Transfer money to Solid Waste to help the start up operating expenses for the new cart program.
* Transfer money to Industrial Development Authority (IDA) for expenses of the Authority.

TRANSFER TO OTHER FUNDS

Major Departmental Functions

* Account for all transfers from the General Fund to other funds of the City.

Budget Detail	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised Budget	FY 2008 Adopted Budget
Transfer to Debt Service	$ 1,565,026	$ 1,601,475	$ 2,427,570	**$ 2,481,810**
Transfer to Capital Projects	444,750	1,165,204	354,590	**-**
Transfer to Special Revenue Fund	-	-	60,305	**76,686**
Transfer to Solid Waste	197,200	183,333	-	**257,420**
Transfer to Utilities Fund	-	-	-	**-**
Transfer to Parks & Recreation	83,600	184,350	69,710	**131,010**
Transfer to IDA	59,900	147,530	121,670	**120,000**
Transfer to Fleet Fund	-	-	-	**-**
Totals	$ 2,350,476	$ 3,281,892	$ 3,033,845	**$ 3,066,926**

Significant Budget Items

* The increase in the transfer to debt service includes new debt to rebuild hurricane damaged Fire Station #1 and construction of Poquoson Elementary School.
* Decrease in funding to the Capital Projects Fund for Year 1 projects.
* Transfer to Special Revenue Fund is for resident share of grant funded program to elevate homes.
* Transfer to Solid Waste Fund for the purchase of garbage trucks and carts for new trash collection program.
* The transfer to Parks and Recreation includes $131,010 to supplement operational costs.
* The Industrial Development Authority (IDA) started in FY 2001, and consequently had several purchases which needed funding. Over time, the IDA will generate money for its own projects.

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